



School Letting - Initial Request Form

Before filling out a request form, please familiarise yourself with our terms and conditions for the hire of our premises and our rates of hire, which you can find in this policy. If you have any questions, please contact Lauren McCabe, Finance, Premises and Data Manager.

Name of Applicant:			
Address:			
Telephone Number:			
Email address:			
Name of Organisation:			
Purpose/activity of organisation:			
Details of Premises Requested:			
Day of Week Requested:			
Start Time:		Finish Time:	
(please allow time for your preparation and clearing up)			
Is this a recurring request, or one off? If recurring, indicate the frequency and number of occurrences (e.g. weekly, 10 weeks) and week beginning:			
Use of School Equipment (please specify):			
Additional equipment you will be providing yourself:			
Details of any Electrical Equipment to be brought:			
Maximum Number of Participants:			
Age Range of Participants:			
Number of Supervising Adults:			
Relevant Qualifications of Supervising Adults:			

Confirmation and details of the safeguarding and child protection arrangements you have in place:	
Where applicable have DBS checks (including DBS Children's Barring List checks, where necessary) been carried out?	
When?	
By Whom?	

The hirer agrees to provide the school with the name of individuals who are working with children during the hire; confirmation that DBS checks have been made for relevant individuals and clearance confirmed; and details of supervision arrangements in place for those who it is deemed not necessary to obtain a DBS check.

Dates during the year when the Facilities will be unavailable due to school use or closure will be issued at the beginning of the school year in September. These dates may be subject to change, but prior notice will always be given if the premises become unavailable due to unforeseen circumstances.

The Hirer confirms that adequate and appropriate insurance cover is in place for the activity to be carried out (see Terms and Conditions for further details).

The Hirer confirms that arrangements are in place with reference to First Aid (see Terms and Conditions for further details).

The Hirer undertakes to comply with the regulations regarding the use of own electrical equipment (see Terms and Conditions for further details).

Any other relevant information:

I confirm that I am over 18 years of age, and that the information provided on this form is correct. By signing below, I agree to the terms and conditions set out in the school's lettings policy.

Sign		Date	
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Please return this form via email to finance@cannbridge.co.uk or to the school office at reception@cannbridge.co.uk. We will be in touch to inform you if your application is successful, and if so, details of the full cost and documents that will need to be shared.