



CRABTREE ACADEMY TRUST

**Application to Hire School Premises:
Crabtree Junior School**

CONTACT NAME:							
COMPANY NAME:							
ADDRESS:							
TELEPHONE NUMBER:							
EMAIL ADDRESS:							
NATURE OF HIRE:							
DATES REQUIRED							
DAY(S) OF THE WEEK REQUIRED: (please tick)	MON	TUE	WED	THURS	FRI	SAT	SUN
TIME REQUIRED:							

	HIRE TIME (to include preparation and clearing time)		FOR OFFICE USE	
	FROM	TO	CHARGE £	VAT £
HALL				
CLASSROOM(S)				
DINING ROOM				
PLAYGROUND				
PLAYING FIELD				
TOILETS				
	TOTAL			
			*HIRER INSURANCE FEE (10%)	
			TOTAL VAT	
			TOTAL CHARGE	
			10% DEPOSIT (if required)	
			BALANCE PAYABLE	

* The hirer is required to hold Public Liability Insurance. If a copy of the cover note is not produced prior to the hiring, the Crabtree Infants' School will arrange cover and a 10% charge will be made.

I wish to apply for the use of the accommodation shown above. I have read the Conditions of Letting, which I accept on behalf of the organisation named above. I agree to pay the charge agreed at the time of hire. NB For ongoing bookings, the School reserves the right to vary the rate of hire with a minimum of one month's notice. The rate of VAT payable (if applicable) will be the rate of VAT in force at the tax point date.

I am over 18 years of age.

Signed Date

Name

[IN BLOCK CAPITALS]