**HANLEY CASTLE HIGH SCHOOL**

**APPLICATION FOR THE HIRE OF FACILITIES – Please use one form for one month of bookings**

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| **Current Costs – Facility** | **Cost** |
| Sports Hall | £35 per hour |
| Main Hall (seated capacity 300) | £30 per hour |
| Use of Screen/PC/Microphone | £10 per event |
| Netball Courts | £20 per hour |
| Front Field / Glebe Pitch eg Football or Rugby | £30 per hour |
| *Please note, at times, depending on the event and finish time, we reserve the right to add on £10 to the booking cost which is to cover staff who have to return to school to lock up and secure the facility after the event. You will be informed if this is the case in the confirmation email that you receive* |

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| **Name of Hirer** |  |
| **Organisation** |  |
| **Address** |  |
| **Email** |  |
| **Contact No** |  |
| **Purpose of Hire** |  |
| **Approx Nos** |  |
| *Please note parking can be limited on site and therefore we recommend car sharing where possible* |
| **Name of person to be in attendance if different from above** |  |
| **Contact number on the day of hire if different from above** |  |

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| **Please use one booking form per month****Please list the days you would like within your chosen month, whether a one off or multi-hire**  **(please note the greyed areas are for Office Use only)****You will be invoiced for your event afterwards** |
| **Which month does your booking relate to:** |  |
| *Day**Eg Monday* | *Date**Eg 4/11/24* | *Facility**Eg Sports Hall* | *Start Time**Eg 7pm* | *Finish Time**Eg 9pm* | *Total Time**Eg 2 hours* | *Cost**Eg £70* | *Event happened and booking passed to Finance for invoicing* |
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| **Special Requirements** | *Eg Sports Hall with 5 aside goals set up or need 20 chairs* |
| **Insurance Details** |  |
| **I confirm that I have read and accept the terms of Hanley Castle High School’s Lettings Terms and Conditions** |
| **Signed** |  |
| **Date** |  |

**SCHOOL LETTINGS SAFEGUARDING INFORMATION**

This section must be completed if there are children under the age of 18 attending a letting. If you are block booking/regularly using the school’s facilities then the safeguarding section only needs to be completed once a year.

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| Organisation |  |
| Purpose of Hire |  |
| 1. Does the use of the premises involve children under the age of 18?
 | Yes / No (please delete) |
| If yes please answer the following questions |
| 1. Is the organisation registered with OFSTED?
 | Yes / No (please delete) |
| If no please complete the section below |
| 1. Does the organisation currently have a policy and procedure for safeguarding and promoting welfare of the children?
 | Yes / No (please delete) |
| 1. Have these procedures been communicated to all workers?
 | Yes / No (please delete) |
| 1. Are all workers adequately trained in adherence to the organisations policy and procedure?
 | Yes / No (please delete) |
| 1. Do all workers have CRB disclosure at an appropriate level and are arrangements in place for checks and renewals?
 | Yes / No (please delete) |
| If you have answered ‘No’ to any of the questions 3-6 then the letting will not be permittedHowever, this should not prevent you from making a provisional booking subject to all safeguarding policies and procedures being in place. **This must be confirmed by resubmitting this form prior to your first letting.** |
| Hirer’s Safeguarding AgreementI understand that:- |
| I must notify the school if there has been a change in OFSTED registration |
| I must notify the school if I have any material concerns about my group / organisations lack of adherence to an effective safeguarding policy |
| I will undertake to inform the school if I or my organisation / group have any concerns about any adult associated with the letting in respect of safeguarding |
| I understand that failure to do so could result in a termination of the letting |
| I can confirm that all the information provided by myself, or my organisation, in the form above is accurate |
| Signed by |  |
| Position in organisation |  |
| Date |  |