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**APPLICATION FOR THE USE OF BADBURY PARK PRIMARY SCHOOL PREMISES OUT OF SCHOOL HOURS**

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| **Please complete in BLOCK CAPITALS and submit form to the school office, at least 7 days before the period of hire is due to commence**. **All completed booking forms should be returned to:**  [**artusn@badburyparkprimary.co.uk**](mailto:artusn@badburyparkprimary.co.uk)  **01793 299101**  The form should be completed and returned by the person who will be ultimately responsible for:  • The payment of the charges for the use of the accommodation and other facilities; and  • Providing insurance in line with the conditions laid down by the Blue Kite Academy Trust. |

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| **All lettings are subject to the Trust’s Lettings Policy**  **Before a contract is agreed, additional documents will be required and, depending on the type of let, these may be, but are not limited to**:  • A DBS check certificate (e.g. if running clubs for children under 18 years old or using premises during the academy working day)  • A valid Public Liability Insurance certificate  • A valid first aid certificate  • A valid licence (if appropriate)  • A copy of the hirer’s statutory policies (e.g. child protection, health and safety)   * Risk assessment completed by the hirer * Letter of assurance |

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| **Personal information**  Any personal information you give to us will be processed in accordance with GDPR and the Data Protection Act 2018. We will use the information to process your booking and to provide any relevant further information relevant to your application. It will not be shared with any third parties  Statistics may also be anonymously used to support the Trust’s marketing and market research activities for future lettings arrangements.  The Trust is also subject to the requirements of the Freedom of Information Act 2000 and as such anonymous information with regards to lettings or potential lettings may be sought and disclosed under that legislation. |

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| **CLUB or ORGANISATION DETAILS** | | | |
| Name & Address of Hirer: |  | | |
| Invoice Address: |  | | |
| **CONTACT DETAILS** | | | |
| Contact Telephone No: | Home: | Work: | Mobile: |
| E-mail Address: |  | | |
| Contact Telephone No: | Home: | Work: | Mobile: |
| E-mail Address: |  | | |
| **NAME OF THE LEADER/ORGANISER WHO WILL BE THE KEY HOLDER** | | | |
| Name & Position |  | | |
| Contact telephone number and email address |  | | |
| **ACTIVITY / EVENT** | | | |
| Please state the type of activity or event and the purpose of the booking below: | | | |
| **ESTIMATED NUMBERS ATTENDING** | | | |
| Number of adults Number of juniors (under 16) | | | |

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| **FACILITY REQUIRED - please tick which you would like to book** |
| Main hall (180m²) at £30 per hour Sports Field at £25 per hour |

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| **DAYS** | | **DATES (from/To)** | **Times** | **Number of weeks** | **Term time only?** |
| **Monday** |  |  |  |  | **Yes/No** |
| **Tuesday** |  |  |  |  | **Yes/No** |
| **Wednesday** |  |  |  |  | **Yes/No** |
| **Thursday** |  |  |  |  | **Yes/No** |
| **Friday** |  |  |  |  | **Yes/No** |
| **Saturday** |  |  |  |  | **Yes/No** |
| **Sunday** |  |  |  |  | **Yes/No** |

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| **PURPOSE OF HIRE (Detail)** | | | | |
| Social | Training | Performance | Sale | Other |

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| **CHARGES** | | | | | | | | |
| Will a charge be made to participants | Yes | No | If YES, is charge for Subscriptions, Fundraising or Profit | Yes | No | Are the Public to be admitted? | Yes | No |

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| **HEALTH AND SAFETY** | | | | | |
| Do you have appropriate First Aiders within the Club / Organisation? | **Yes** | **No** | Do you have appropriate Public Liability Insurance cover within the Club / Organisation  **(Please complete appendix B of T&Cs)** | **Yes** | **No** |

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| **QUALIFICATIONS** |
| Sports Instructors must have relevant and valid Governing Body qualifications/ affiliations, and adhere to any guidelines for the specific activity. |

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| **CRIMINAL RECORDS BUREAU – CHECKS (Please attach Copies as appropriate)** | | |
| I confirm that the Club/Organisation have appropriate DBS Checks for attending staff members.  **Can you please ensure that you hold the appropriate and up to date certificates where appropriate and enclose a copy with your completed ‘Application for use of School Premises’ form** | **Yes** | **No** |

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| **DECLARATION** |
| I, the hirer, agree on behalf of my Club / Organisation to be bound by the Terms and Conditions of Hire as laid down by Badbury Park Primary School. I have received a copy of the Blue Kite Academy Trust lettings policy and have read and understood and agree to abide by the terms within the policy. I agree not to disclose any school security details/alarm codes and to return any keys at the end of the hire period.  I agree to leave the premises in the same condition as found and not to use or move any furniture or equipment contained therein.  I agree to pay the charges due as required, and hereby certify that the premises and grounds will be used only for the purposes stated.  I attach official evidence of my Public Liability Insurance Policy.  I am over 18 years of age.  Name:………………………………………………Signature: ………………………………………….Date: ………………………… |