

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

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:

admin@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.

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 (plus a separate Covid 19 risk assessment)

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.

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	<input type="text"/>	Number of juniors (under 16)	<input type="text"/>
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FACILITY REQUIRED - please tick which you would like to book

Main hall (180m ²) at £25 per hour	<input type="checkbox"/>	Studio (51 m ²) at £20 per hour	<input type="checkbox"/>
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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

ADDITIONAL REQUIREMENTS (please delete as necessary)			
Chairs	YES <input type="checkbox"/>	No <input type="checkbox"/>	Approx. number required <input type="text"/>
Tables	YES <input type="checkbox"/>	No <input type="checkbox"/>	Approx. number required <input type="text"/>
Wifi	YES <input type="checkbox"/>	No <input type="checkbox"/>	
AV Board	YES <input type="checkbox"/>	No <input type="checkbox"/>	
Flip chart	YES <input type="checkbox"/>	No <input type="checkbox"/>	
Any other equipment (please specify)	YES <input type="checkbox"/>	No <input type="checkbox"/>	

PURPOSE OF HIRE (Detail)				
Social	Training	Performance	Sale	Other

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

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

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

CRIMINAL RECORDS BUREAU – CHECKS (Please attach Copies as appropriate)		
I confirm that the Club/Organisation have appropriate DBS Checks for attending staff members.	Yes	No
(The Criminal Records Bureau (CRB) is an executive agency of the Home Office and has been appointed by government to carry out Police and Department for Education (DfE) checks. Anyone who owns, manages or works in a service dealing with children or vulnerable adults has to undergo a CRB check. This includes all of the care services regulated and inspected by CSCI. 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

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 read and understood and agree to abide by the School Lettings Policy and agree not to disclose any school security details/alarm codes and to return any keys at the end of the hire period.
I have received a copy of the Blue Kite Academy Trust lettings policy and agree to be bound by them. I also agree to comply with all obligations imposed by statute, regulation, byelaw or order made there under, relevant to the use by me of the premises and grounds. In particular, and without prejudice to the generality of the foregoing, I agree to observe the requirements of the Theatres Act 1968, the Cinemas Act 1985 and the Copyright, Designs and Patents Act 1988 and to obtain, and produce on demand when requested to do so, all licences necessary. I further agree to observe the requirements of the Licensing Justices.
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: