



ARCHBISHOP TENISON'S CE HIGH SCHOOL

LETTINGS APPLICATION FORM

Note to applicant: before completing this form, read carefully the "Conditions of Hire" attached.

Name of Organisation: _____
(if applicable)

Address of Organisation: _____
(for invoicing purposes)

Applicant Responsible for hire: _____
(The applicant must be over 18)

Applicants Address: _____

Telephone Number(s): _____

Email Address: _____

Purpose of Hire: _____

Number of persons attending: _____

Area(s) proposed to be hired: Main Hall Dining Hall 6th Form Centre
Drama Studio Classrooms (how many?) _____

Tables and Chairs No Yes (how many?) _____

Other Equipment Required No Yes (please specify) _____

Will you need to bring any of your own equipment into the school? No Yes

If yes, please provide details: _____

(Please ensure that any electrical equipment brought by the Hirer onto the school site MUST comply with the LA code of practice for portable electrical appliance equipment (PAT testing) or have a certificate of safety from a qualified electrical engineer).

Dates and times for Hire/Function: Date: ___ / ___ / 20___

(for Single Use) Time: From _____ to _____

(Please note: You must include sufficient time to prepare the Hall and clear up at end of hire when indicating the hours you require).

For regular Hire/Function: Mon Tues Weds Thurs Fri Sat Sun

(please tick day(s) required) Time: From _____ to _____

(Please note: You must include sufficient time to prepare the Hall and clear up at end of hire when indicating the hours you require).

Agreed cost of hire: _____

Additional costs if applicable : _____

Public Liability Insurance of £5 million is a requirement for all users of the School's facilities, and a copy as evidence of such insurance needs to be provided for all lets, and on an annual basis for regular lets.

Do you have Public Liability Insurance? No Yes

Copy of Public Liability Insurance provided? No Yes

For private individuals and societies who do not hold public liability insurance, a full indemnity of £5 million will need to be arranged at a cost of 12% of the hiring charge. This fee will be passed on to you, the hirer, at cost.

Do you require us to arrange Public Liability Insurance? No Yes

DECLARATION TO BE COMPLETED BY THE HIRER

I agree to pay the charges for accommodation and to abide by the conditions and regulations stated in the "Conditions of Hire" attached, and do hereby agree to indemnify Archbishop Tenison's CE High School against any liability whatsoever which may arise out of the hire of premises to me. I confirm that the appropriate insurance has been affected to the amount of £5 million as per the London Borough of Croydon requirement and in accordance with the Conditions of Hire. I also confirm that any and all electrical and other items brought onto the premises are done so at my own risk, and will be appropriately insured, and that all electrical items will be PAT test compliant and/or certified by a qualified electrical engineer.

Signed: _____

(on behalf of the Hirer)

Print Name: _____

Date: ___ / ___ / 20__

Signed: _____

(on behalf of Archbishop Tenison's High School)

Print Name: _____

Position: _____

Date: ___ / ___ / 20__

Please complete this form and return to:

**Mrs Monica McDonagh,
Finance Manager,
Archbishop Tenison's CE High School,
Selborne Road,
Croydon,
CR0 5JQ.**

An invoice for the letting will be sent 21 days prior to the event taking place.

Cheques to be made payable to: **Archbishop Tenison's CE High School**

BACS Payments: Account Number: 58773997 – Sort Code: 56-00-46

Account Name: London Borough of Croydon Archbishop Tenisons School