

Appendix 1

**Primrose Hill Primary School  
Initial Lettings Application Form**  
Before completion of this form, please ensure you have read and understood the  
School Lettings Policy

<b>Full name of Applicant</b>							
<b>Full name of Designated Person during Letting</b>							
<b>Full address including postcode (individual or organisation)</b>							
<b>Phone Number of Applicant</b>							
<b>Phone Number of Designated Person in charge during letting</b>							
<b>Email Address(es):</b>							
<b>Name and activity of organisation: (if applicable)</b>		<b>Charity/ Company registration number: (if applicable)</b>					
<b>Area(s) of school required (e.g. hall, dining room etc.)</b>	<b>Date From</b>	<b>Date To</b>			<b>Start Time</b>	<b>Finish Time</b>	
<b>Details of activity / event for which premises are to be used:</b>							
<b>Days of week requested (highlight)</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Friday</b>	<b>Sat</b>	<b>Sun</b>
<b>Use of School equipment – e.g. chairs, tables, urn, PA system</b>							

<b>Details of any electrical equipment to bring on site</b>	
<b>Car parking arrangements requested</b>	
<b>Estimated (and maximum) number of adults aged 18 and over</b>	
<b>Estimated (and maximum) number of adults aged 18 and under <b>AND AGE RANGE</b></b>	
<b>Number of supervising adults</b>	
<b>Have Enhanced DBS checks been carried out on supervising adults? (If applicable)</b>	<b>Yes / No / Not applicable</b>
<b>Relevant qualifications of supervising adult(s) (if applicable)</b>	
<b>Do you have Public Liability Insurance (PLI) of no less than £2,000,000 (or £5,000,000 for a commercial letting).</b>	<b>Yes * / No **</b>
<p>* If 'yes' then please attach a copy of the PLI policy with this application.  ** If a copy is not attached or you do not hold insurance, then a charge of 7.35% of the total amount due for the booking will be added.</p>	

The Hirer is responsible for ensuring that supervising adults in regulated activity with children are appropriately vetted using DBS and provides copies of their DBS Forms if applicable.

The Hirer confirms that arrangements are in place with reference to **First Aid** and has enclosed a copy of valid First Aid certificates if applicable.

The Hirer undertakes to comply with the regulations regarding the use of own electrical equipment.

Any other relevant information:
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I have read and understood the policy and agree with the conditions required of me as the Hirer. I confirm that I am over 18 years of age, and that the information provided on this form is correct.

<b>Signed:</b> <i>Type name if sending electronically.</i>		<b>Date:</b>	
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