**Great Bowden Academy   
Letting Request Form**  
  
**Hirer details:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Organization |  | | |
| Contact Name |  | | |
| Contact/Invoice Address |  | | |
| Telephone Number |  | | |
| Email address for invoices |  | | |
| Activity |  | | |
| Name of permitted Key Holder |  | | |
| **Booking details:** | | | |
| Room/facility Requested (Hall\* or Grounds) |  | | |
| *(please allow time for your preparation and clearing up)* | | | |
| Dates Required | From: To: | | |
| Time | Start: End: | | |
| School Equipment Requested (please specify) |  | | |
| Equipment to be brought by hirer (including electrical equipment) |  | | |
| Maximum Number of Participants |  | Age Range of Participants |  |
| Number of Supervising Adults |  | Relevant Qualifications of Supervising Adults |  |
| **Safeguarding – activities involving under-18s:** | | |  |
| Do under-18s take part in your activity? | | | YES / NO |
| If yes, have necessary DBS checks been carried out on staff and volunteers? | | | YES / NO |
| Does your organization have a safeguarding and/or child protection policy? | | | YES / NO |
| Please provide the name and contact number of the person in your organization responsible for safeguarding: | | | |
| You must have appropriate safeguarding measures in place at all times. Whilst this remains your responsibility, the School also reserves the right to take further action to satisfy itself that you are ensuring proper safeguarding measures are being undertaken. This includes, but is not limited to requiring you to provide further evidence on these matters as requested by the School | | | |

*\* There may be dates during the year when the Hall will be unavailable due to school use or closure. These dates may be subject to change, but prior notice will always be given if the premises become unavailable due to unforeseen circumstances.*

**Insurance:**

I confirm that adequate and appropriate insurance cover is in place for the activity to be carried out by producing the schedule of insurance cover *(see Terms and Conditions for further details).*

**First Aid and Emergency Evacuation:**

I confirm that arrangements are in place to provide First Aid as required and that I have read and understood the fire and emergency evacuation procedures *(see Terms and Conditions for further details).*

**Electrical equipment:**

I undertake to comply with the regulations regarding the use of my own electrical equipment *(see Terms and Conditions for further details).*

**Lettings charge:**

**I agree to pay the charge of *£……* per evening, to be invoiced in advance, as per the terms and conditions of hire.**

***I confirm that I am over 18 years of age, and that the information provided on this form is correct.***

***I ACCEPT THE TERMS AND CONDITIONS OF HIRE AS SET OUT IN THE INDEMNITY AND CONDITIONS OF HIRE DOCUMENT.***

***Signed:*** ………………………………………………………… ***Date:*** ………………………………

**HIRE AGREEMENT**

**Office Use Only**

***Approved by:.……………………………………………….. Date:………………………………***

***Notes:………………………………………………………………………………………………………….***

***………………………………………………………………………………………………………………….***

Reviewed: October 2021

**Great Bowden Academy**

**Scale of Hire Charges**

**2021-2022**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ROOM** | **Lettings starting before 6pm** | | | | | |
|  | **1 hour** | **2 hours** | **3 hours** | **4 hours** | **1/2 day** | **Full day** |
| **Main Hall** | 20.00 | 30.00 | 40.00 | 50.00 | 60.00 | 100.00 |
| **Grounds** | 10.00 | 15.00 | 20.00 | 25.00 | 30.00 | 50.00 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ROOM** | **Lettings starting after 6pm** | | | |
|  | **1 hour** | **2 hours** | **3 hours** | **4 hours** |
| **Main Hall** | 35.00 | 45.00 | 55.00 | 65.00 |
| **Grounds** | 10.00 | 15.00 | 20.00 | 25.00 |

**Important Notes:**

* Grounds only lettings do not include access to toilet facilities.
* Half day letting is 8.00am to 1.00pm or 1.00pm to 6.00pm
* Full days letting is 8.00am to 6.00pm

**Useful Information**

|  |  |
| --- | --- |
| **Address** | Great Bowden Academy  Part of Learn Academies Trust  Gunnsbrook Close  Great Bowden  Leicestershire.  LE16 7HZ |
| **Telephone number** | 01858 463216 |
| **Email address** | [office@gba.learnat.uk](mailto:office@gba.learnat.uk) |
| **Premises Officer’s mobile number** | Graham Moss 07715365993 |
| **Minor Injury Unit**  **(Doctor’s surgery)** | St Lukes Treatment Centre  33 Leicester Road,  Market Harborough. LE16 7BN |
| **Surgery telephone number** | 01858 410 500 |
| **Emergency Services** | 999 or 101 |
| **Nearest A & E** | Kettering General Hospital  01536 492000 |
| **NHS Direct**  **www.nhsdirect.nhs.uk** | 111 |
| **In case of FIRE** | Please familiarise yourself with the information on the FIRE Notice board near the door to the carpark. |