

# Lettings Application Form

Portico Academy Trust				
School				
Name of Hirer				
Organisation				
Address				
Contact Details	Work:		Home:	
	Mobile:			
	Email:			
Purpose of the letting				
Area hired				
Will there be any of the following	Admission charge		Wrestling or boxing	
	Singing/music		A Theatrical Performance	
	Dancing (performers or public)		Sale and/or consumption of alcohol	
	A Cinematography exhibition		Other	
Timing of booking	Day	Date	Time	
			From	To
Please give the maximum number of people expected to attend (Youth organisations see below)				
In the case of Scouts, Girl Guides and approved voluntary youth organisations etc., please state			Total on Roll	
			Number of U16's	
Are any of your students under 18? Or classed as a vulnerable adult?			YES	NO
<i>If yes, could you please provide copies of all your teachers/coaches/tutors DBS checks with this form</i>				

Give details of any proposed action or performance involving scenery, decorations, real-flame, smoke or smoking, pyrotechnics or fireworks, pulsing light (stroboscopes), lasers, firearms or any potentially hazardous action on apparatus, animals, vehicles or aircraft.

If hiring will involve sporting or gymnastic activities, please give the name and qualifications or the person in charge:

Please give details of any admission fees that will be charged

£

Please give details of any other requirements or any other information you feel will be of use to the school

I have read the conditions of use and agree, on behalf of the organisation, to abide by them

Signature

Name

Date

Completed forms should be returned to the relevant Lettings Manager:

**West Leigh Junior School**  
 Ronald Hill Grove  
 Leigh on Sea  
 Essex  
 SS9 2JB

**Porters Grange Primary School**  
 Lancaster Gardens  
 Southend on Sea  
 Essex  
 SS1 2NS

**Friars Primary School**  
 Constable Way  
 Shoeburyness  
 Essex  
 SS3 9XX

**Hamstel Infant School**  
 Hamstel Road  
 Southend on Sea  
 Essex  
 SS2 4PQ

**Hamstel Junior School**  
 Hamstel Road  
 Southend on Sea  
 Essex  
 SS2 4PQ

Forms must be received by the school a minimum of 10 days before the activity is due to take place.

**Payment by invoice**

Invoices will be raised for bookings at the end of each month. Payment will be expected within 14 days unless stated

**NB1**

The heating period is 1<sup>st</sup> October to 30<sup>th</sup> April. Hirers are asked to state whether or not they wish the heat to be provided at their function.

**NB2**

Where approval is given to the use of school kitchens, other than for the provision of hot water and the service of light refreshments, hiring charges shall be increased accordingly.

**NB3**

Please be aware of condition 5 of the Conditions of Hire in regards to fees needing to be paid should you wish to cancel your letting at any point.

**NB4**

Attention is drawn to Conditions 9 to 12. If the application is granted INSURANCE AGAINST RESPONSIBILITIES IS OBLIGATORY. In addition, Condition 26 requires the hirer to ensure compliance with the "Conditions of License" relating to the use of the premises for any function requiring a license under one or more of the statutes mentioned.