



**Fawcett Primary School – Booking Form**

Hirer's name				
Address				
Telephone number				
Type or name of event				
Date of event				
Total duration of event	From		To	
Number of tables required		Number of chairs required		(Leave blank if not applicable)

<input type="checkbox"/>	Commercial rate – commercial or profit making event	<input type="checkbox"/>	Non-commercial rate – educational or community event
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**Section 1- Base tariff**

Please enter total hours in the box next to the area you wish to book. Remember to include time for setting up and clearing away. All charges are rounded up to the nearest full hour. If an event continues from 10pm until 11pm during the week, the rate for the final hour increases to £25.

Hours/games	Area	Commercial	Non-commercial
	Dining hall	£11.00	£5.50
	Main hall	£22.00	£11.00
	Football pitch and changing rooms	£30.00	£30.00

**Section 2 – additional charges**

A fixed unlocking and locking charge will be added to all booking unless the event includes a dance, disco or licensed bar. In the case of events with a dance, disco or licensed bar an hourly caretaking charge will apply, calculated using standard overtime rates. Please tick the appropriate box below:

Tick	Event type	Cost
<input type="checkbox"/>	Event on Monday to Friday (no dance, disco or bar)	£9 for unlocking and locking
<input type="checkbox"/>	Event on Saturday, Sunday or Bank Holiday (no dance, disco or bar)	£15 for unlocking and locking
<input type="checkbox"/>	Event including a dance, disco or licensed bar	Hourly charge for caretaker

#### **Section 4 – Child Protection**

Hirers are required to have their own safeguarding policies in place and shall provide copies of these policies to the school on request.

If the hirer does not have a current safeguarding policy please contact the school to discuss.

**Contact number for emergencies during your let: 07549 034814**

#### **Declaration**

- I have read and agree to abide by the Lettings Policy and Conditions of Hire
- I understand that extra cleaning costs may be charged
- I am covered by a valid public indemnity insurance policy (delete if not applicable)
- I have obtained the necessary licences (delete if not applicable)

Signed \_\_\_\_\_

Date \_\_\_\_\_

***Once completed and signed, please return the form to the school office to secure your booking.***