



Hillcross Primary School

APPLICATION FORM for REGULAR LETS

Please complete this application form and return it to:

Hillcross Primary School, Ashridge Way, Morden SM4 4EE or email to lettings@hillcross.merton.sch.uk

Name: _____

I apply on behalf of:

Company/provider:

Address:

Day Time Telephone No:

Alternative Telephone No:

Email Address:

to hire the facilities of Hillcross Primary School.

Section A: FACILITIES/ACCOMMODATION REQUIRED

Please indicate which accommodation is required. A combination of the below can be hired.

Hall Playground

Gym Playing Field

Studio Hall Multi-Purpose Sports
Arena

Training/Conference Space up to 10 people (The PPA Room)

Training/Conference Space up to 30 people (The Orchard)

A combination of the above can be let – please see Schedule of Charges attached.

Section B: Period of Hire

Date(s) required:

Times required:

School premises to be open between (for setting/clearing up purposes):



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Type of function:

Number of participants:

Where the hirer is a service provider they must confirm the following:

	Please tick to verify the following requirements are in place and that you understand them.	Seen by school (Initials)
Confirm that all staff are suitably qualified and have undergone an enhanced DBS check within the last three years. <i>Please note original certificates to be sighted by Hillcross Primary School.</i>	(Please write the DBS numbers and its issue date in the column to the right).	
Confirm that a certificate of Employers Public Liability Insurance is held.		
Confirm that all staff have the right to work in the UK		
Confirm that identity checks for all staff have been carried out. <i>(Photo ID must be sent to school)</i>		
Confirm that all staff have read and signed to say that they have understood the most recent version of Keeping Children Safe in Education.		
Confirm that all staff have had Child Protection Training and receive regular updates and refresher training.		
Confirm that the hirer has a complaints procedure that has been drawn up in line with best practice and have supplied/will supply a copy of this to the school.		

Extra – curricular clubs:

- ✓ It is the clubs responsibility to inform the school which children will be attending the club and to notify them of any changes to this during the term.
- ✓ It is the responsibility of the club to obtain parents/guardian contact details; medical details; dietary requirements and any other information they need. *This is only relevant for those clubs that take external bookings.*
- ✓ It is the clubs responsibility to take a pupil register at the beginning of each session and to notify the school if any pupil does not attend.
- ✓ It is the club’s responsibility to have trained first aiders and provide own first aid kit.
- ✓ It is the responsibility of the club leader to dismiss the children from the agreed dismissal point and ensure that each child is collected by their parent/guardian or released to The Copse (after school club).
- ✓ Late collection: It is the club’s responsibility to contact the parent/carer and wait with the child.



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- ✓ The club must inform the school with as much notice as possible and no less than one week before if they are inviting parent's/guardians in to see a match/performance/show.
- ✓ If running a Before School Club: The club leader must collect all the children from the front office at 7:50am and escorts them into the school. At the end of the session they should dismiss the children from within the school so that the children are in class no later than 8.45am. After this time child must be registered at the school office.

Section C: Consumption and Sale of Alcoholic Drinks

Please answer the following:

Do you wish to bring alcoholic drinks be brought onto the premises? Yes No
 (If Yes, see 1 below)

Do you wish to sell alcoholic drinks on the premises? Yes No
 (If Yes, see 1& 2 below)

Supplementary Information:

1. Alcoholic drink may not be brought onto, consumed or sold on school premises during or in connection with a letting unless prior approval is obtained from the Governing Body. Approval will not be given if scheduled youth activities are taking place on the premises at the same time as the letting.
2. A licence must first be obtained from the Local Magistrates if intoxicating drink is to be sold on the premises.

Section D: References

References will be taken up prior to agreeing the Let - please provide details of 2 referees, who can be approached to provide a reference of suitability to let the premises.

Referee One	Referee Two
Name:	Name:
Address:	Address:
Telephone Number:	Telephone Number:
Email Address:	Email Address:

Section E: Safeguarding

The Hirer will ensure that no person involved in the activity for which the hiring is made will have access to vulnerable adults or to children unless the relevant Disclosure Barring Service (DBS) clearance has been obtained.

The school Designated Safeguarding Lead (DSL) is the Headteacher. The deputy DSL's are the Deputy Headteacher and the two Assistant Headteachers. If a club leader has a concern about child protection they must inform one of the DSLs immediately.



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By signing this form, I on behalf of _____

(*name of individual/organisation*) accept the terms and conditions of hire of the school premises/grounds as set out in the Hillcross Primary School Lettings Policy and the Terms and Conditions of Hire and Use document. I confirm I have read and understood the Safeguarding Information provided and that this will be shared with all staff.

Signature of Applicant: _____ Date: _____

Address of Applicant: _____

E-mail address: _____

Mobile Telephone No: _____ Home/Work Tel. No: _____

For Hillcross Primary School use only

PAYMENT

Hiring fee (calculated in accordance with Hillcross Primary School Lettings Schedule of Charges):

_____ Payment to be made on a half-termly basis, in advance, by BACS Hillcross Primary School sort code: 30-96-88 (Lloyds Bank) Account number: 00101967 or by cheque made payable to Hillcross Primary School.

Certificate of Public Liability Insurance

Seen by:

Date:

Governor Response to request re Alcohol

Approved/Declined by:

Date:

Alcohol Licence

Seen by:

Date:

Due diligence Check completed by: _____ Date: _____

Name of employee responsible for opening/closing school _____

Let agreed by:



Hillcross Primary School

Signature of Head Teacher: _____

Date: _____

Signature of Applicant: _____

Date: _____

Review date _____