

**THE AXE VALLEY COMMUNITY COLLEGE
APPLICATION for HIRE of SCHOOL PREMISES**

DETAILS OF HIRER

Name of Organisation or
Hirer

Name of Responsible
Officer

Address of
Hirer

.....
.....Post Code

Position of Organisation

Contact Phone Number(s)

I wish to hire the premises as detailed in the attached quotation.

I have received a copy of the conditions of hire and I agree to abide by them.

I agree to pay all charges that may be due.

I acknowledge that my attention has been drawn to the requirement of having at least £5m of insurance cover for Public Liability.

I acknowledge that my attention has been drawn to the requirement to comply with the College Child Protection Procedures (please refer to College Website).

*I can confirm that the use of the premises will not include the playing of pre-recorded music. **Yes/No**
(Please circle as appropriate)

NB: If you have circled **No**, under the terms of clause 17 and 19 of the lettings policy, you are required to provide a copy of the Phonographic Performance Licence to authorise the usage of pre-recorded music before this letting can be approved.

Signature of
Hirer: Date:

Letting Agreed on behalf of the Governors by:

Name: Designation: Date:

Office Use:	Quotation Ref:
Total Charge	Caretaker Advised
Receipt No	Payment Date