



The Clere School Community Booking Form 2018- 2019

Name of Group/Organisation:	
Applicant's Name:	Treasurer's Name:
Address:	Address:
Postcode:	Postcode:
Day Tel:	Day Tel:
Mobile Tel:	Mobile tel:
Email:	Email:

What best describes your group/organisation?			
Non -profit making Community Group	<input type="checkbox"/>	Non-profit making Sports Group	<input type="checkbox"/>
Commercial	<input type="checkbox"/>	Non-profit making Corporate Group	<input type="checkbox"/>
Charity (please state reg.no)	<input type="checkbox"/>	Other (please state)	<input type="checkbox"/>
VAT no. (if VAT registered)	<input type="checkbox"/>		<input type="checkbox"/>

Purpose of hire (please state)	
Day and dates required:	Times: (to include set up/clear up time)
1.	1.
2.	2.
3.	3.

Please state average numbers attending:			
Adults:	Under 18s:	Senior Citizens:	Disabled:

Please tick the chargeable facilities required:							
Sports Hall	<input type="checkbox"/>	Main Hall	<input type="checkbox"/>	Class Room	<input type="checkbox"/>	Community Kitchen	<input type="checkbox"/>
Gymnasium	<input type="checkbox"/>	Stage Lights	<input type="checkbox"/>	Large Classroom (M4)	<input type="checkbox"/>		<input type="checkbox"/>
Football Pitch	<input type="checkbox"/>	Changing Rooms	<input type="checkbox"/>	Swimming Pool	<input type="checkbox"/>		<input type="checkbox"/>
Hard Court	<input type="checkbox"/>	Community Room	<input type="checkbox"/>	Drama Room	<input type="checkbox"/>		<input type="checkbox"/>

- I have read and accept the regulations for hiring facilities and agree with the conditions stated and any additional special conditions communicated to me.
- I understand that this letting will be covered by Hampshire County Council's Public Liability Insurance (certificate displayed in the Community Room).
- I confirm that I have my own insurance meets the requirements set down in the terms and conditions of the hire.
- I understand that the information given will be held in accordance with The Data Protection Act 1998 and will not be divulged to any third party organisations.
- I confirm that all adults within my organisation working with children under 18 have the appropriate qualifications
- I confirm that all adults working with children Under 18 have, over the course of the booking, valid enhanced DBS checks.
- I confirm that all adults working with children under 18 understand and adhere to HCC's guidance on child protection. A copy of our Child Protection Policy is available on request.
- I agree that all invoices for hire charges will be paid within one calendar month of date of issue
- I am over 18 years of age.

Name.....Signed.....Date.....

Organisation.....Position.....

Please note: in the case of extreme weather – please check The Clere School website: www.clere.hants.sch.uk for opening information.

