

**APPENDIX 4**

**APPLICATION TO HIRE PREMISES**

**GOVERNORS OF RIDGEWAY PRIMARY ACADEMY**

**THE RIDGEWAY, MARKET HARBOROUGH, LEICS., LE16 7HQ**

Name of Applicant	
Address	
Telephone Number	
Name of Organisation	
Aims of Organisation	

I wish to apply to hire the premises as detailed in the Schedule below for the purpose shown above and in consideration of the hiring being granted I undertake on behalf of both myself and of the organisation I represent to indemnify Ridgeway Primary Academy in the manner overleaf and to observe the conditions of hire contained therein.

Signed: ..... Date: .....

Facility	Day of the week	Dates to	Dates from	Time to	Time from	Total Hours

**Documents enclosed**

Lettings form  Insurance certificate  List of DBS covered adults

**Office Use only**

Charge for letting	Invoiced	Supporting Documents seen

**Special Conditions (for groups operating children’s activities)**

The Governors require the names of all adults responsible for your group and that they have a current Disclosure and Barring Certificate (DBS).

Names of adults attending group	Telephone Number	DBS number