



APPLICATION TO HIRE: GENERAL ACCOMMODATION AND/OR SERVICES

Note:

- (1) Submit applications to the Site Manager at least 14 days in advance of hiring. (lettings@SamuelRyderAcademy.co.uk)
- (2) Use a separate form for each date unless the accommodation required is the same.
- (3) Please complete form in BLOCK LETTERS.
- (4) Please note payment needs to be made 10 days in advance of any hiring /first session taking place.

FULL NAME OF ORGANISATION: _____

NATURE OF FUNCTION: _____

DATE(S) REQUIRED: _____

Accommodation	Tick If Req'd	Preparation Time		Function Time		Clearing Time		For Office Use	
		FROM	TO	FROM	TO	FROM	TO	£ CHARGE	VAT
Hall									
Classroom (s)									
Dining Room									
Specialist Classroom									
Services									
Other Equipment if Available (please specify)									
* Public Liability Insurance The Hirer is required to hold Public Liability Insurance, and to let the school have a copy of the cover notice <u>prior</u> to the hiring. If this is not produced, then the school will arrange cover in advance of the hiring and a charge will be made. No hiring should take place without this insurance cover arranged either by the Hirer or through the school.						CHARGE PER.....SESSIONS			
						*HIRER INSURANCE FEE @ 5%			
						SUB TOTAL			
						TOTAL CHARGE			

NB If any of the above services are to be used, the Site Manager must be satisfied that a competent operator is in charge before such use commences. An extra charge is made for these services.

I have read the Terms and Conditions overleaf, which I accept on behalf of the organisation named above. I wish to apply for the use of the accommodation and/or service specified above and any special conditions required. I agree to pay the charge according to the scale in force at the date of hire, payable 10 days prior to the event taking place. I am over 18 years of age.

I understand that non-payment will result in the facilities/ letting being withdrawn.

SIGNED (ORGANISER): _____ NAME: _____

ADDRESS: _____

DATE: _____ CONTACT TELEPHONE NO: _____

E-MAIL: _____

NAME & ADDRESS OF PERSON TO WHOM ACCOUNT SHOULD BE SENT IF DIFFERENT FROM ABOVE:

FOR OFFICE USE	
AUTHORISATION OF HIRE signed: _____	DATE: _____
DATE RENDERED: _____	A/C: _____



SAMUEL RYDER ACADEMY SCALE OF CHARGES FOR GENERAL LETTINGS 2019-20

Rooms	Hourly Rate occasional use	Hourly Rate +4hr a week multi booking 20% discount / *25%
Main Hall	£35.00	£28.00
Classroom (s)	£16.00	*£12.00
Specialist rooms (Art, Tech, PC ,Food Suite)	£25.00	£20.00
Dining Room	£25.00	£20.00

Summary of the Terms and Conditions of Hire

In the letting of the school facilities, we would bring your attention the following terms and conditions of hire.

1. In the event that the hirer finds it necessary to cancel a confirmed booking, we will require no less than 14 days' notice in writing, failure to notify the school within the specified period would render any fees paid, non-refundable. Should any fees due not be paid prior to cancellation, and cancellation not be received within the required period, all fees will still become payable. However, in the unlikely event the school is fortunate enough to let the cancelled sessions to another party, the school will be prepared to refund any fees paid by the original hirer.
2. Should the hirer have a no show on the night of a booking, no refund would be forthcoming and only cancellations due to the facility being unfit for use would qualify for a credit or refund.
3. Payment must be received in full, a minimum of 10 days before commencement of booking. We reserve the right to levy a 10% surcharge to fees for late payment.
4. Generally, all rooms hired are VAT exempt, although ancillary equipment hired as an extra to the rooms will be subject to VAT at the going rate at time of hire.
5. Public Liability Insurance is essential in all cases and hirers not having their own will be added to the schools insurance scheme at the rate of 5% of the hire fees.
6. Any windows or doors opened or unlocked during the lettings should be closed upon completion of the hiring period.

Please be aware that your booking must include any time you require to prepare or break down your event, as run on bookings will be made which will require you to vacate your event on time and will only allow you to start your allocated time. By accepting this hire agreement you agree to leave the premise in the same condition that you find it. If caretakers are required to clean up after an event, a charge may be applied.

Please note: Because of various after school activities /events there may be times when the school requires the use of all or some of the facilities. In these circumstances we reserve the right to priority over pre bookings. We will of course give you as much notice as possible should the need arise. By signing and returning your booking form you commit to abide by the above terms and conditions.