ANNEX J

FRED LONGWORTH
HIGH SCHOOL

APPLICATION FOR LETTING OF SCHOOL PREMISES

This form must be completed and returned to the Finance Office, at least 14 days before the date of the proposed letting.

Are you a group affiliated to a league? Yes ☐ No ☐

Group Name: ……..

Purpose of Group: ……

Accommodation Required: ……

Date(s) Required: ……

Time(s) Required: ……

Maximum Number of Persons Using the Premises: ……

Name and address of person to be invoiced:

Name: ……

Address: ……

……

……

Telephone No: ……

Insurance :

I will arrange my own insurance cover for damage/liability Yes ☐ No ☐

Please attach a copy of your insurance policy for our records

OR

Please add 10% premium to my invoice Yes ☐ No ☐

I understand that I am acting as the hirer and I agree to abide by the conditions laid down by the School Governing Body for the letting of the school premises. All adults working with children have DBS checks and also appropriate coaching qualifications if these are required for the activity taking place.

Signed (applicant): …….. Date: ……

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FRED LONGWORTH HIGH SCHOOL

Monday to Friday Rates		
Sports Hall	Adults	£28.00 per hour
	Children	£20.00 per hour
Gymnasium	Adults	£25.00 per hour
	Children	£15.00 per hour
Dance Studio		£18.00 per hour
Drama Studio		£15.00 per hour
Classroom / meeting room		£15.00 per hour £100.00 per day
Astroturf All Weather pitch or Grass pitch (per Half pitch)	Adults Children	£28.00 per hour £20.00 per hour
Astroturf All Weather pitch or Grass pitch (Full pitch)	Adults Children	£50.00 per hour £40.00 per hour
Saturday Rates		**Basic + £14.00 per hour**
Sunday Rates		**Basic + £16.00 per hour**
(Commercial users will be charged an additional 25%)		

For office use only:

Insurance Checked: …….

Invoice Issued: …….

Signed (school): …….