Before filling out a request form, please familiarise yourself with our terms and conditions for the hire of our premises and our rates of hire, which you can find our policy. If you have any questions, please call the school to speak to our School Business Manager.

|  |  |
| --- | --- |
| Name of applicant/organisation and company number (where applicable) |  |
| Applicant contact details | Address:  Phone no:  Email address: |
| Preferred method of contact |  |
| Purpose/activity of organisation |  |
| Part of the premises requesting to be hired |  |
| Date and time hire (number of hours) |  |
| Is this a recurring request, or one off? If recurring, indicate the frequency and number of occurrences (e.g. weekly, 10 weeks) |  |
| Number of expected participants in the activity |  |
| Additional equipment you will require from the school (please note we may not always be able to provide this but will inform you where this is/is not possible) |  |
| Additional equipment you will be providing yourself |  |

Do you have your own public liability insurance? YES/NO ………………

If not, we will charge you 10% of the total hire cost and you will be covered by Oxfordshire County Council’s insurance whilst using the school premises.

By signing below, I agree to the terms and conditions set out in the school’s premises hire policy.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this form via email to finance@comper.oxon.sch.uk or to the school office Hertford Street, Oxford OX4 3AJ. We will be in touch to inform you if your application is successful, and if so details of the full cost and documents that will need to be shared.