

ENFIELD GRAMMAR SCHOOL

Market Place
Enfield
Middlesex EN2 6LN

Telephone 020 8363 1095
Facsimile 020 8342 1805
Email office@enfieldgrammar.com
www.enfieldgrammar.com

Headmaster: Mr J Kerr, M.A



An Academy Trust
(Company No. 07697044)

For Office use ONLY

Start Date:		Insurance Cert Seen?	
Location:		Risk Assessment Recvd?	
Bulk booking?		DSB Certs Check?	
Booking Ref:		Invoice/Payment Ref:	

Letting telephone enquiries can be made **Mondays to Fridays between 9:00am and 4:00pm (excluding Bank Holidays).**

APPLICATION FOR THE USE OF SCHOOL PREMISES

To be completed and returned to the above address by the person who will be responsible for the payment of the charges for the use of the accommodation and other facilities and who will give the indemnity required by the conditions laid down by Enfield Grammar School.

LICENCES

Applicants are advised that a licence, issued by The London Borough of Enfield's Environmental Services, is required for the following forms of public entertainment, at any premises in Greater London.

- Public music, or public music and dancing.
- Public performances of plays (including opera and ballet).
- Cinematograph exhibitions to which the public are admitted on payment.
- Cinematograph exhibition for children who are members of a cinema club.
- Public contests, exhibitions or displays of boxing or wrestling.

Licence application forms are available from the London Borough of Enfield's web-site, and should be completed by the hirer of the premises and forwarded to The London Borough of Enfield for approval.

ALL applications will be subject to approval, **and the booking should not be regarded as confirmed until an invoice has been issued AND your payment has been received by the School.**

The minimum period of notice for lettings is SIX working weeks. **Applications for the renewal of regular bookings must reach the lettings office no later than FOUR weeks prior to booking date. Late applications will be subject to a late booking fee.**

SECTION A (To be completed by **ALL** users)

a) Name of Organisation

b) Aims of Organisation

c) Name of leader of Organisation who will be in attendance (if different from applicant)

SECTION B (To be completed by ALL users)

Accommodation Required	Tick as required
Gymnasium	
Sports Hall	
Playing Field (State no. of pitches if applicable)	
Playground	
Hall	
Classroom(s) (State no. of classrooms required)	
Tea Making Facilities (Only if URN is available)	
No. of chairs required (subject to availability)	

Note: School Kitchens are NOT normally available for hire.

DAY of the week of proposed occupation Tick one or more	M	T	W	Th	F	Sa	Su
Date(s) of proposed occupation <i>Please list ALL dates required</i> OR	Day(s)		Date(s)			Month	
For BLOCK bookings, list Start and End dates required (clearly stating any dates to be excluded) <i>Include , Day, Date, Month and Year</i>	Start Date						
	End Date						
Times of Proposed occupation <i>Please state start and end times</i> INCLUDING set up and clear up time	From			To			

SECTION C (To be completed by ALL applicants)

1. Name of object of Booking/Meeting:

.....

2. Estimated numbers to be present:

a) Adults

b) Young (under 18 years old)

c) Under 8 years old...

3. Will all persons present be bonafide members of the organisation?
(Please delete as appropriate)

4. Will alcohol be available?
(Please delete as appropriate)

a) If Yes, please state whether:
(Please delete as appropriate)

• Wine

• Beer

• Spirits

b) Will alcohol be sold on the premises or provided free to guests?
(Please delete as appropriate)

c) If being sold, have you obtained a licence?

If yes please provide a copy.

Note: Alcohol can only be provided either directly or indirectly at a charge if a Justice's licence has been obtained.

5(a). Will any charges be made to the persons attending?
(Please delete as appropriate)

5(b). If yes, state:
i. Amount of charge

ii. To what purpose will proceeds be devoted?

1. Will copyright music be performed?
(Please delete as appropriate) If yes – PRS/PPI Licence enclosed?

SECTION D (To be completed for all activities and also for bookings which include children and participants under the age of 18)

1. Details of all activities to be undertaken:

Activities	Equipment

2. Names, addresses and DBS (CRB) Numbers of instructors/supervisory staff/volunteers: PLEASE SUPPLY A COPY OF YOUR CURRENT SAFEGARDING POLICY (with last reviewed date)
You can append a schedule to the application if the space below is not sufficient

Name	Address	DBS (CRB) Number

3. Estimated numbers to be present (a) Adults

(b) Under 18's

4. a) Will any charge be made to the persons attending?

b) If yes, state :

Charge Rates Adult: Youth/Child: Other

c) For what purpose(s) will proceeds of Charges be used?

SECTION E (To be completed by ALL users)

To, the Governing Body of Enfield Grammar School.

I (Mr./Mrs./Miss) **(BLOCK CAPITALS)**
(Applicant)

and I (Mr./Mrs./Miss),
(BLOCK CAPITALS) (Guarantor)

both being over the age of 18 years, hereby apply for the permission for the Applicant to use the before mentioned accommodation and other facilities as set out overleaf, it being understood that if such permission be granted it will be subject to the conditions made by the Governing Body in relation to the use of the premises, copy of which we have received, and that such permission will be effective only so long as such conditions are duly observed and performed.

I, the applicant, hereby undertake and agree with the said conditions should such permission be granted.

Enfield Grammar School's blanket insurance policy does not extend to cover third parties, which means that all hirers of the School's premises must have their own insurance to cover all losses, and/or personal injury that may arise as a direct result of events or activities they arrange and run in the School's premises.

Insurer:	Policy Number:	Renewal Date:
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We also enclose Risk Assessments relating to each of the activities that will take place under this hire agreement.

We, the Applicant and the Guarantor, hereby jointly and severally agree to indemnify and keep indemnified Enfield Grammar School from and against all loss, damage, costs, claims, demands, expenses or charges which the School may sustain or incur in respect of any matter arising out of the use of the accommodation or by conditions relating thereto, and to pay Enfield Grammar on demand all such sums as may be payable by reason of this indemnity.

Signature of Applicant.....	Date.....
Name of Applicant.....	
Occupation.....	
Address.....	
	Post Code:.....
Telephone No's: Home.....	Work.....
Mobile.....	Email.....

Signature of Guarantor.....	Date.....
Name of Guarantor.....	
Occupation.....	
Address.....	
	Post Code:.....
Telephone No's: Home.....	Work.....
Mobile.....	Email.....