

## APPLICATION FOR HIRE OF RIDGEWAY ACADEMY

Using a Black pen, the applicant must complete sections A, B, C & D and return to Ridgeway Academy, Evesham Road, Astwood Bank, Redditch B96 6BD or via e-mail to [finance@ridgeway.academy](mailto:finance@ridgeway.academy)

<b>A</b>	Name of Organisation:	
	Type of Organisation:	
	Applicant Name:	Position in Organisation:
	Address:	Telephone:
		Mobile Number:
		Email:
	Post Code:	

<b>B</b>	Purpose of Hire:	
	Day(s) and Date(s) required:	
	Time(s) required from:	to:
	Estimated numbers attending:	

<b>C</b>	Facilities required (tick as appropriate):	Other equipment needed (numbers):
	Hall <input type="checkbox"/>	Chairs <input type="checkbox"/>
	Hall + Gym equipment <input type="checkbox"/>	Tables <input type="checkbox"/>
	Hall + Annexe <input type="checkbox"/>	
	Classroom <input type="checkbox"/>	Other (please list):
	Kitchen <input type="checkbox"/>	
	Shower Rooms <input type="checkbox"/>	
	Other <input type="checkbox"/>	
	Music Tuition Room <input type="checkbox"/>	
	Use of musical instruments: <input type="checkbox"/>	

<b>D</b>	Declaration	
	I confirm that the organiser/hirer has Public Liability insurance cover as detailed below:	
	Name of Insurer:	
	Policy Number:	
	Expiry date:	Limit of Indemnity: £
	<p>I undertake to pay the appropriate hiring charges (including any charges arising from use additional to that specified above), to observe and be bound by the conditions of hire detailed overleaf, together with any additional conditions set by the School, and to indemnify the School against any claims for loss or damage or personal injury or any associated costs arising from this agreement. I also confirm that where appropriate, this organisation has documented adequate child safeguarding policies in place.</p>	
	Applicant's signature:	Date:

Payment should be submitted to the school via Bank transfer to Ridgeway Academy, Lloyds Bank a/c 36695468 s/c 309697 or by cheque or cash no later than 7 days before the date of hire. All payments should include your booking reference number.

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**E** FOR SCHOOL USE ONLY

Booking Number:

Invoice Number (SAP):

**Approval of Letting**

In the case of the hirer not taking out Public Liability Insurance through the School's insurance broker (Worcestershire County Council), I confirm I have seen the hirer's own public liability insurance cover certificate along with any other required licences/permits as detailed below:

I also confirm I have seen relevant safeguarding documentation, where applicable, from this hirer.

Signature (Head Teacher/School Business Manager)

Date:

	£	p
Invoice for Hire		
Insurance @ 10% of total (min £2)		
Total		
Deposit (refundable)		
<b>TOTAL PAYABLE</b>		