



Lettings Enquiry Form

Privacy Notice

The School collects personal information from you in order to process your application to hire school premises.

The legal basis for the School's use of your personal information is it is necessary for the performance of a contract. The School will keep your personal information stored securely.

Your personal information will be retained in accordance with the School's retention schedule.


You have some legal rights in respect of the personal information we collect from you. Please see our website for further details, (www.potleyhill.hants.sch.uk).

You can contact the school's Data Protection Officer at: adminoffice@potleyhill.hants.sch.uk

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Note for school: If the school will share the personal information the school must tell the applicant who the information will be shared with.

APPLICANT

 Dream Big, Aim High & Make a Difference	<h2 style="text-align: center;">PHPS Lettings Application</h2>
NAME:	
ORGANISATION:	
ADDRESS	
POSTCODE	TELEPHONE NUMBER
EMAIL ADDRESS	
PLEASE STATE BRIEFLY THE AIMS OF YOUR ORGANISATION	
ACCOMMODATION REQUIRED (HALL / CLASSROOM)	
WILL SCHOOL EQUIPMENT BE REQUIRED? PLEASE SPECIFY IF ELECTRIC POINT REQUIRED?	
IF SO, PLEASE GIVE DETAILS OF APPARATUS TO BE USED AND PROVIDE APPROPRIATE PAT TESTING CERTIFICATE.	

DATES OF HIRE (IN THE CASE OF BLOCK BOOKINGS ALL DATES REQUIRED MUST BE STATED)			
NO. OF PEOPLE		NO. OF SESSIONS	
BETWEEN WHAT HOURS WILL THE ACCOMMODATION BE REQUIRED? (INCLUDING PREPARATION TIME)			
FOR WHAT PURPOSE WILL THE ACCOMMODATION BE USED? (ALL PROPOSED ACTIVITIES MUST BE STATED)			
ACCOMMODATION	MAXIMUM NUMBER OF PEOPLE	COST PER HIRE	PHPS AFTER-SCHOOL CLUB FOR PUPILS (PLEASE TICK)
HALL	150	£20	
CLASSROOM	30	£10	

Will food be consumed on the premises? **YES/NO**

Prepared on or off the premises?

Will music be played on the premises? **YES/NO**

(Relevant licences must be produced)

Will electrical equipment be brought onto the premises? **YES/NO**

(If yes, equipment must be Portable Appliance Tested)

Our organisation has a Child Protection and Safeguarding policy? **YES/NO**

APPLICATION

I hereby apply for use of the premises in accordance with the information provided above.

I agree to abide by the terms and conditions of hire and safety instructions provided to me.

I agree to pay the sum of £.....upon receipt of invoice in accordance with the School's payment terms for the above hire including VAT where applicable. I understand that hire charges are subject to annual review.

I agree to provide the indemnity required by the terms and conditions and will produce the insurance certificate prior to the date of hire. I understand that the hire may not take place if an insurance certificate is not produced.

I declare that to the best of my knowledge and belief, the information provided by me is correct.

Signed (Applicant).....

Date.....

Name.....

CONSENT FOR HIRE

This application for hire has been approved on behalf of the School:

Signed.....Date.....