



**APPENDIX 1**

**APPLICATION FOR HIRE OF SCHOOL PREMISES - Block Bookings**

Note to Applicant: Before completing this form, please carefully read the Terms and Conditions of Letting

Return completed forms to:  
Facilities Manager  
Honywood Community Science School  
Westfield Drive  
Coggeshall  
Essex  
CO6 1PZ

**PART ONE**

**HIRER CONTACT DETAILS** (Block Capitals)

Name of Hirer:		
Name of Organisation:		
Address:		
Post Code:		
Telephone:	Office Hours	During Hire
Email:		

**HIRERS CLASSIFICATION** - See Item 3. Lettings Policy

Please circle applicable answer

<b>Statutory Hirer</b>	Yes	No
<b>Private Hirer</b>		
Group A	Yes	No
Are you a Registered Charity?	Yes	No
Group B	Yes	No
Group C	Yes	No
<b>Commercial Hirer</b>	Yes	No

**PART TWO**

**ACCOMMODATION REQUIRED**

Please request additional copies of this form if making bookings for multiple sessions

Badminton Courts (specify number)	
Classroom	
Drama Studio	
Large Sports Hall (PE2)	
Main Hall	
Netball Court with floodlights	
Netball Court without floodlights	
Small Sports Hall (PE1)	
Stage	
Other – please specify:	

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**BOOKING DATE AND TIMES –**

Please include setting up and clearing away times when making your booking. (Item2)

Date of Hire:	
Start Time:	
End Time:	
Total Hire Time (min. 1 hour):	

Is this booking for consecutive lets (10 lets per term or more)?      YES      NO  
Please refer to school calendar for holiday closures ([www.honywoodschoool.com](http://www.honywoodschoool.com))

**PURPOSE OF HIRE:**

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**PART THREE**

**Applications for block bookings must be received by the 1<sup>st</sup> July preceding the following academic year and are renewed annually.**

**DECLARATIONS**

**INSURANCE**

Hirers using the facilities for commercial or business use, or for meetings organised by political parties must provide proof of adequate insurance to the school. Item 38

Is one-off School Hirer's Liability Insurance cover required?      YES                  NO  
If YES, an additional 10% of the total let cost will be added  
to the booking charge for this cover.

**SAFEGUARDING POLICY**

Submitted with this Application    YES                  NO

**LICENCES**

I play pre-recorded music    YES                  NO

If Yes, please provide a copy of your valid PPL / PRS Mobile Licence

**I personally agree to be responsible for the fees charged in respect of the let/lets submitted with this application. I have read the Terms and Conditions of letting and will observe them.**

Signature of Applicant: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Organisation represented: \_\_\_\_\_

Date: \_\_\_\_\_

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**Authorisation of Booking(s) on behalf of Honywood Community Science School**

Authorising Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address:                                  Honywood Community Science School, Westfield Drive,  
Coggeshall, Essex. CO6 1PZ

Telephone:                              01376 561231 / 01376 564720