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| Application for Hire of Premises at King Solomon High School  Forest Road  Barkingside, Ilford Essex IG6 3HB  Tel: 020 8498 1300 Fax: 020 8498 1333  Email our School Business Manager at: [lettings@kshsonline.com](mailto:lettings@kshsonline.com) | | | |
| **Name of Hirer Organisation/Applicant**  (or person responsible for booking) | |  | |
| Contact details: | | | |
| Landline: | Mobile: | Email: | Fax: |
| Full postal address (including post code): | | | |
| Invoice address (if different to above): | | | |
| **Details of Person In Charge During Use** | | | |
| Full name (including title, Mr/Mrs/Ms etc) | | | |
| Contact details: | | | |
| Landline: | Mobile: | Email: | Fax: |
| **Facilities Required** | | | |
| Main Hall | Shul | Old Gym | Sports Hall |
| Dining Hall | Classroom | ICT Room | Tech Room |
| Sound System | Stage Lighting | Piano | Projector |
| Interactive Whiteboard |  |  |  |
| Please state any further requirements, e.g. use of tables/chairs etc., how they are to be set out. | | | |
| **Purpose of use:** (please use separate sheet of paper, if necessary) | | | |
| Will children and/or young people (under the age of 18 years) be attending/participating in your event/activity? **Yes/No** If Yes, please refer to the KSHS Conditions of Hire of School Premises;  all relevant documentation must be produced before the booking can be confirmed. | | | |
| Number of people (including any helpers) expected to attend event/activity: | | |  |
| Date/s required: |  |  |  |
| Times required: | From: | To: |  |
| Will this be a regular booking? | | Yes | No |
| **Declaration** | | | |
| I have read and understood all information regarding the hire of school premises at KSHS. I also confirm that all information given on this application form is accurate. | | | |
| Signed: | | Date: | |
| Name in **BLOCK** letters: | | | |

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| **Safeguarding Children in Education: Vetting Process** |  |
| Schools are responsible for the contract arrangements when letting their premises to external  organisations to provide services to children independently from the school’s own provision. The school therefore is responsible for carrying out a full range of vetting checks to ensure children are safeguarded.  All hirers must provide the Lettings Officer with a copy of their Public Liability Insurance Certificate (usually insured up to £5m) before a booking is confirmed.  If this application is approved I agree to meet, as required by King Solomon High School, all charges arising from the hiring of the venue and to meet the cost of repairing any damage caused and of repairing or reinstating or replacing any equipment, fixtures, fittings, furniture or other property damaged or destroyed, stolen or removed during the hire period.  I have read and undertake to observe the Conditions of Hire of School Premises at King Solomon High School and agree to indemnify King Solomon High School against all actions, claims and demands by any person who suffers or sustains any loss, damage, injury or death out of, or as a result of, the use of the venue or any person authorised by me to use the venue due to my negligence or on the part of such authorised person during the period of hire. | |
| Signed: ………………………………………………………….. | Date: …………………………………. |
| Name in **BLOCK** letters: …………………………………………………….…………………………… | |
| **If your activity/organisation is attended by adults only, please sign the declaration below.** | |
| I confirm that my activity/organisation is attended by adults (persons over the age of 18) only. | |
| Signed: ………………………………………………………….. | Date: ………………………………….. |
| Name in **BLOCK** letters: …………………………………………………………………………………... | |
| **Your booking cannot be confirmed until the school is in receipt of the completed forms and documents requested below:**   * (If applicable) Application for the Hire of Premises at King Solomon High School by External Organisations for Activities Provided for Children and Young People (under the age of 18)   **PLUS**   * List 99 Check Document and/or DBS Document * Public Liability Insurance Certificate (insured up to £5m) | |