|  |  |
| --- | --- |
| 1. **Name and Address of applicant**   **Or**   1. **If you are acting on behalf of a club or organisation:**   **Name and Address of club or organisation** | Click or tap here to enter text. |
| 1. **Name and address for invoice. i.e. the person responsible for making payment for hire** | Click or tap here to enter text. |
| **Contact telephone number** | Click or tap here to enter text. |
| **Mobile Number** | Click or tap here to enter text. |

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| **Details of the facilities required:** | | | | | | |
| **Large Hall** | | | |  | **Craft Room** |  |
| **Small Hall** | | | |  | **Gym** |  |
| **Changing accommodation *(inc. shower facilities)*** | | | |  | **Heating Required** |  |
| **Courts** | | | |  | **Flood Lighting** |  |
| **Classroom(s)** |  | **How many?** | Click or tap here to enter text. | | | |

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| **Outdoor Grounds *(please specify)*** | | Click or tap here to enter text. | | |
| **Other *(please specify)*** | | Click or tap here to enter text. | | |
| **Equipment *(please specify)*** | | Click or tap here to enter text. | | |
| **Purpose for which the facilities are required:**  **\*If the purpose is ‘other’ *(please specify below)*** | | | Sport/Physical Activity |  |
| Lifelong Learning |  |
| Other\* |  |
| **\*Other** | Click or tap here to enter text. | | | |

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| **Period of use** | | | Click or tap here to enter text. | | | | | | | to | | Click or tap here to enter text. | | | | |
| **Number of days** | | | Click or tap here to enter text. | | | | | | | Day: | | Click or tap here to enter text. | | | | |
| **Frequency** | Weekly | | | | Fortnightly | | | | Monthly | | | | Other *(Please specify)* | | | |
| **Times of Use:** | | Morning | | | | | Afternoon | | | | | | | Evening | | |
| Start | | | | Finish | Start | | | | Finish | | | Start | | Finish |
| Click or tap here to enter text. | | | | Click or tap here to enter text. | Click or tap here to enter text. | | | | Click or tap here to enter text. | | | Click or tap here to enter text. | | Click or tap here to enter text. |
| **Expected Numbers:** | | | | Click or tap here to enter text. | | | | **Age Group** | | | | | | | Click or tap here to enter text. | |

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| **Charge for Private Hire of facilities** | | | | | | |
|  | Total no of Hours | x | Rate per Hour (£) | | Total  (£) | |
| **Facility 1** | Click or tap here to enter text. | X | Click or tap here to enter text. | | Click or tap here to enter text. | |
| **Facility 2\*** | Click or tap here to enter text. | X | Click or tap here to enter text. | | Click or tap here to enter text. | |
| **Charge for Building Supervisor\*** | Click or tap here to enter text. | X | Click or tap here to enter text. | | Click or tap here to enter text. | |
| **Hire of Equipment\*** | Click or tap here to enter text. | X | Click or tap here to enter text. | | Click or tap here to enter text. | |
| **Total Number of uses** | Click or tap here to enter text. | | Net Charge | | Click or tap here to enter text. | |
| **\*If Applicable** | VAT | | | Click or tap here to enter text. | |
| Total Charge | | | Click or tap here to enter text. | |
| **Additional Information\*** | Click or tap here to enter text. | | | | |

**Part C *(To be completed by applicant on completion of Part B by the school)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I confirm that I have received and read a copy of the Terms and Conditions of Hire. | | | |  |
| I undertake to comply with the Terms and Conditions of Hire affecting the use of educational premises. | | | |  |
| I agree to the current hire charges and hereby undertake to be responsible for the charges and costs incurred. | | | |  |
| I have Public Liability Insurance with a minimum cover of £10,000,000. | | | |  |
| Sign | Click or tap here to enter text. | Position: | Click or tap here to enter text. | |
| Date | Click or tap here to enter text. |

**Part D *(To be completed by school if proposal is approved)***

|  |  |  |  |
| --- | --- | --- | --- |
| I confirm the approval of Private Hire of Premises as set out in Part A and B | | | |
| Sign | Click or tap here to enter text. | Designation: | Click or tap here to enter text. |
| Date | Click or tap here to enter text. |

*Completed forms should be forwarded to the relevant Education and Library Board (ELB) and a copy by the School and the Hirer*

*Note Controlled, Maintained and Irish Medium schools should liaise with their ELB on the process for approving applications.*