|  |  |
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| 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)***

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| 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)***

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| 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.*