



Chagford C of E Primary School
Booking Form for Hire of School Premises

Thank you for choosing to hire Chagford CE Primary School!

Please complete the booking form below. You will find additional information in our Conditions of Hire document which can be viewed on our website. Some important information is also set out below. Please make sure you read this carefully.

Details of Hirer

Name of Organisation	
Contact Name	
Address of Hirer	
Post Code:	
Contact Phone Number(s)	

Hire Details

Facilities Required	Date(s)	Time Required From - To

Fees (All rates per hour inclusive of VAT)

	Statutory users Parish Council/ Elections	Educational and Community users	Private/ Commercial Users
Hire of Hall	£6.63	£8.00	£10.00
Hire of Courts	£3.16	£4.00	£6.00
Hire of Kitchen / Cob Oven		£25.00	£30.00
Other Rooms		By arrangement	
<i>If facilities are hired for the whole day a 10% discount applies.</i>			

Please tick as applicable below.

- I wish to hire the premises as detailed above.**
- I have read a copy of the Conditions of Hire available on the School Website and I agree to abide by them.**
- I understand I am required to have suitable public liability insurance cover in place.**
- I confirm that if the use of the premises includes the playing of pre-recorded music, under the terms of clause 17 and 19 of the Conditions of Hire, I will provide a copy of a Phonographic Performance Licence to authorise the usage of pre-recorded music.**

Signature of Hirer	
Date:	



Office Use

<i>Letting Agreed on behalf of the Governors by:</i>	
<i>Name:</i>	<i>Position:</i>
<i>Date:</i>	
<i>Date Payment(s) Received</i>	
<i>Amount(s) Received</i>	
<i>Cheque No.</i>	
<i>Receipt Numbers</i>	

Important Information About Your Hire

- The site is a **NO SMOKING** site.
- Please familiarise yourself with the fire alarm positions, fire extinguishers, and exit routes.
- The nearest emergency telephone is at the Reception Desk – dial 9 for an outside line.
- You are responsible for ensuring you have a suitable first aid kit.

- Please ensure you leave the premises promptly and quietly.
- Please ensure the hired premises are left in a safe and secure condition and in a clean and tidy state.

- Kitchen facilities and facilities for the preparation of refreshment are not included in the hiring unless by prior arrangement.

- Payment should be made by cheque payable to 'DCC – Chagford Primary'. Please write 'Lettings' and the date of hire on the reverse of the cheque.
- Cancellations received at least seven days prior to the date of the hiring will be refunded.

- The Caretaker's contact number is 07759 266291 / 07795 087084