**HANLEY CASTLE HIGH SCHOOL – 2025-2026**

**APPLICATION FOR THE HIRE OF FACILITIES – Please use one form for one month of bookings**

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| **Current Costs – Facility** | **Cost** |
| Sports Hall | £40 per hour |
| Main Hall (seated capacity 300) | £35 per hour |
| Use of Screen/PC/Microphone | £10 per event |
| Netball Courts | £25 per hour |
| Front Field / Glebe Pitch eg Football or Rugby | £35 per hour |
| *Please note, if your event ends after 7pm you will be charged an extra £10 to the booking cost which is to cover staff who have to return to school to lock up and secure the facility after the event.*  |

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| **Name of Hirer** |  |
| **Organisation** |  |
| **Address** |  |
| **Email** |  |
| **Contact No** |  |
| **Purpose of Hire** |  |
| **Approx Nos** |  |
| *Please note parking can be limited on site and therefore we recommend car sharing where possible* |
| **Name of person to be in attendance if different from above** |  |
| **Contact number on the day of hire if different from above** |  |

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| **Please use one booking form per month****Please list the days you would like within your chosen month, whether a one off or multi-hire**  **(please note the greyed areas are for Office Use only)****You will be invoiced for your event afterwards** |
| **Which month does your booking relate to:** |  |
| *Day**Eg Monday* | *Date**Eg 4/11/24* | *Facility**Eg Sports Hall* | *Start Time**Eg 7pm* | *Finish Time**Eg 9pm* | *Total Time**Eg 2 hours* | *Cost**Eg £70* | *Office use only* |
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| **Special Requirements** | *Eg Sports Hall with 5 aside goals set up or need 20 chairs* |
| **Insurance Details** |  |
| **I confirm that I have read and accept the terms of Hanley Castle High School’s Lettings Terms and Conditions** |
| **Signed** |  |
| **Date** |  |

**SCHOOL LETTINGS SAFEGUARDING INFORMATION**

This section must be completed if there are children under the age of 18 attending a letting. If you are block booking/regularly using the school’s facilities then the safeguarding section only needs to be completed once a year.

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| Organisation |  |
| Purpose of Hire |  |
| 1. Does the use of the premises involve children under the age of 18?
 | Yes / No (please delete) |
| If yes please answer the following questions |
| 1. Is the organisation registered with OFSTED?
 | Yes / No (please delete) |
| If no please complete the section below |
| 1. Does the organisation currently have a policy and procedure for safeguarding and promoting welfare of the children?
 | Yes / No (please delete) |
| 1. Have these procedures been communicated to all workers?
 | Yes / No (please delete) |
| 1. Are all workers adequately trained in adherence to the organisations policy and procedure?
 | Yes / No (please delete) |
| 1. Do all workers have CRB disclosure at an appropriate level and are arrangements in place for checks and renewals?
 | Yes / No (please delete) |
| If you have answered ‘No’ to any of the questions 3-6 then the letting will not be permittedHowever, this should not prevent you from making a provisional booking subject to all safeguarding policies and procedures being in place. **This must be confirmed by resubmitting this form prior to your first letting.** |
| Hirer’s Safeguarding AgreementI understand that:- |
| I must notify the school if there has been a change in OFSTED registration |
| I must notify the school if I have any material concerns about my group / organisations lack of adherence to an effective safeguarding policy |
| I will undertake to inform the school if I or my organisation / group have any concerns about any adult associated with the letting in respect of safeguarding |
| I understand that failure to do so could result in a termination of the letting |
| I can confirm that all the information provided by myself, or my organisation, in the form above is accurate |
| Signed by |  |
| Position in organisation |  |
| Date |  |