**APPLICATION FORM FOR HIRE OF THE CLERE SCHOOL PREMISES**

**Privacy Notice**

The School collects personal information from you in order to process your application to hire school premises.

The legal basis for the School’s use of your personal information is it is necessary for the performance of a contract. The School will keep your personal information stored securely.

Your personal information will be retained in accordance with the School’s retention schedule: <https://clere.secure.primarysite.net/lettings-and-facilities/>

You have some legal rights in respect of the personal information we collect from you. Please see our website page: <http://www.clere.hants.sch.uk/> for further details.

You can contact the school’s Data Protection Officer at: [DPO@clere.hants.sch.uk](mailto:DPO@clere.hants.sch.uk)

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

*Note for school: If the school will share the personal information the school must tell the applicant who the information will be shared with.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Group/Organisation:** | | | |
| **Applicant’s Name:** | | **Treasurer’s Name:** | |
| **Registered Address:** | | **Registered Address:** | |
| **Postcode:** | | **Postcode:** | |
| **Day Tel:** | | **Day Tel:** | |
| **Mobile Tel:** | | **Mobile tel:** | |
| **Email:** | | **Email:** | |
| **What best describes your group/organisation** | |  | |
| Non–profit making Community Group |  | Non-profit making Sports Group |  |
| Commercial |  | Non-profit making Corporate Group |  |
| Charity number (please state reg.no) |  | Other (please state) |  |
| VAT no. (if VAT registered) |  |  |  |

|  |  |
| --- | --- |
| **Purpose of hire (please state):** | |
| **Day and dates required:** | **Times: (to include set up/clear up time)** |
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |
| 4. | 4. |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Please state average numbers attending:** | | | |
| Adults: | Under 18s: | Senior Citizens: | Disabled: |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Please tick the chargeable facilities required:** | | | | | | | |
| Sports Hall |  | Main Hall |  | Hard Court |  | Drama Room |  |
| Gymnasium |  | Stage Lights |  | Large Classroom (E5) |  | Football/Hockey Pitch |  |
| Changing Room |  |  |  |  |  |  |  |

Will food be consumed on the premises?

Prepared on or off the premises?

Will music be played on the premises?

Relevant Licences must be produced

Will electrical equipment be brought onto the premises

If yes, equipment must be Portable Appliance Tested.

I agree to abide by the terms and conditions of hire and safety instructions provided to me and agree with the conditions stated and any additional special conditions communicated to me.

I confirm that all adults within my organisation working with children under 18 have the appropriate qualifications

I confirm that all adults working with children Under 18 have, over the course of the booking, valid enhanced DBS checks.

I confirm that all adults working with children under 18 understand and adhere to HCC’s guidance on child protection. A copy of our Child Protection Policy is available on request.

I am over 18 years of age.

I herby apply for use of the premises in accordance with the information provided above.

I agree to pay the agreed fee £……….. upon receipt of invoice in accordance with the School’s payment terms within one calendar month of date of issue for the above hire including VAT where applicable. I understand that hire charges are subject to annual review.

I agree to provide the indemnity required by the terms and conditions and will produce the insurance certificate prior to the date of hire. I understand that the hire may not take place if an insurance certificate is not produced.

**I declare that to the best of my knowledge and belief, the information provided by me is correct**.

Signed (Applicant): ……………………………………………………………………………………………………………………….

Organisation:………………………………………………………… Position: ………………………………………………….…

Date: ………………………………………………………………………………………………………………………………………..….

Print Name: …………………………………………………………………………………………………………………………………

**Please note: in the case of extreme weather – please check The Clere School website:** [**www.clere.hants.sch.uk**](http://www.clere.hants.sch.uk) **for opening information.**

**Consent for Hire**

This application for hire has been approved on behalf of The Clere School:

Signed: ……………………………………………………………………. Date: ………………………………………………………