



St. Jude's C.E. Primary School  
Regent Road, Herne Hill, SE24 0EL  
E admin@st-judes.lambeth.sch.uk  
www.st-judes.lambeth.sch.uk

## St Jude's Room Hire APPLICATION FORM

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Name of Person or Organisation wishing to hire room:

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Address:

Name of contact:

Telephone:

Number of people expected at event:

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**The Creative Learning Hub** is available for hire from Monday to Friday from 6.00p.m. to 8.00 p.m. and on Saturday from 9.00 a.m. to 4.00 p.m. and occasionally during the evenings at weekends.

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Rooms and hourly rates

Art/Music room: Capacity for up to 30 people

9.00 a.m. to 4.00 p.m. £65.00 per hour. 4.30 p.m. to 8.00 p.m. £75.00 per hour.

An extra £50 payment is also needed as a holding payment which will be returned if there is no damage to the building or equipment.

Payment should be made in advance two week prior to the booking.

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REQUIRED FOR SINGLE EVENT - Yes/No

Date:

Start time:

End time:

REQUIRED ON REGULAR BASIS – Yes/No

First date:

Regularity: Weekly/Monthly/Other\*

\*Please specify:

Numbers of adults:

Children:

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Purpose of hire:

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Special requirements:

Equipment: Flip chart/pens £15.50: Yes/No.

Interactive white board & wireless keyboard £50.00: Yes/No.

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## **ST. JUDE'S SCHOOL CREATIVE LEARNING HUB HIRE TERMS & CONDITIONS**

Room reservations, payments and cancellation policy

### **MEETING ROOMS**

Room bookings must be made two weeks ahead of the event and must be secured by full payment. If you need to cancel you must notify us by telephone or in writing at least eight working days before the event is due to take place – failure to do so will result in the loss of your fee.

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### **Letting policy and conditions**

**ALCOHOL:** Alcoholic drinks cannot be consumed or sold on the premises unless a licence has been obtained prior to the let. Failure to obtain a licence and gain the consent of the governors will terminate the let.

Will alcoholic drink be brought onto the premises Yes/No    Will alcoholic drink be sold on the premises: Yes/No

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**LEGAL USE:** It is the responsibility of the lettee to ensure that the school premises will not be used for any purposes whatsoever which may be deemed to be contrary to the law of the land as defined by the courts for England and Wales. The Food/Technology room is a community resource and the lettee is responsible for noise levels and guests behaviour, which must not offend local residents.

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**NAMED INDIVIDUAL:** The lettee shall name an individual who may be contacted by the school in case of emergency.

**PREMISES OFFICER: MR. LARRY GUNESSEE.** Tel. 07729-358-287

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**SAFETY:** During the period of the let the lettee will be responsible for ensuring the safety of those making use of the building and the safety of members of the public who may have cause to come onto the premises. The lettee or their representative will be responsible for compliance with the Health & Safety Act in force at the time of the let.

The lettee will be made aware of the fire exits and fire appliances on taking up the let. In the event of a fire the lettee or their representative is responsible for the evacuation of those for whom they are responsible. Special care must be taken when using the kitchen appliances and appropriate use made of utensils and trays to prevent the setting off of the fire alarm.

No alterations or additions to the electrical installations in the Food/Technology room may be made.

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**CHARGES:** The total charges are as set out on page 1. This includes a fee for hire and an amount for insurance. Unless by prior agreement with the Headteacher and consent of the governing body, all fee premiums must be paid in advance of taking up the let. Fees are reviewed on an annual basis. The letting fee must be paid 2 weeks before the date of the event.

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**Undertakings**

1. I undertake to accept the conditions governing the letting of the premises, to pay the prescribed charges and to arrange for adequate supervision during the period of the let.
2. I further undertake to make good any loss of the school's property or damage to the premises.
3. I agree to clean and return all equipment used and place back in cupboards.
4. I have carefully read and understood the terms and conditions outlined above and agree to abide by them.

Signature:

Date:

**Name in block capitals****Contact telephone**

FOR INTERNAL USE ONLY

CHECK AVAILABILITY	CONFIRMATION LETTER
CONFIRM DATES	COPY DOCUMENT
ADD TO DIARY	SEND INVOICE
PAYMENT RECEIVED	