**Hire Request Form**

Before filling out a request form, please familiarise yourself with our terms and conditions for the hire of our premises and our rates of hire, which you can find in sections 2 and 5 of this policy. If you have any questions, please contact Kelly Jackson, our School Business Manager, using admin@stjudeslambeth.org or call the school office on 020 7274 2883.

|  |  |
| --- | --- |
| Name of applicant/organisation and company number (where applicable) |  |
| Applicant contact details | Address:  Phone no:  Email address: |
| Preferred method of contact |  |
| Purpose/activity of organisation |  |
| Part of the premises requesting to be hired |  |
| Date and time of first hire |  |
| Is this a recurring request, or one off? If recurring, indicate the frequency and number of occurrences (e.g. weekly, 10 weeks) |  |
| Number of expected participants in the activity  **Please note:** these numbers must adhere to latest government guidance on social distancing |  |
| Additional equipment you will require from the school (please note we may not always be able to provide this but will inform you where this is/is not possible) |  |
| Additional equipment you will be providing yourself |  |

By signing below, I agree to the terms and conditions set out in the school’s premises hire policy.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this form via email to admin@stjudeslambeth.org. We will be in touch to inform you if your application is successful, and if so details of the full cost and documents that will need to be shared.