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**APPLICATION TO LET THE CARPENTER CENTRE PREMISES**

|  |  |
| --- | --- |
| **I wish to hire the facilities at The Carpenter Centre for the following purpose**: |  |
| **Organisation name and address** |  |
| **Name of representative** |  |
| **Contact number** |  |
| **Email address** |  |
| **Letting start date** |  |
| **Letting end date** |  |
| **Regular lettings – days of hire weekly** |  |
| **Duration (times) of Letting(s)** | **From: \_\_\_am/pm**  **To: \_\_\_am/pm** |
| **Expected number of people on site for the duration of the letting:** |  |
| **Facilities required:** | Room(s) / external spaces   |  |  | | --- | --- | |  | YES / NO | | Hall |  | | Kitchen |  | | Outside Area |  | | Toilets |  |   Use of parking required (if yes please provide an approximate number of spaces):  Heating requirements : |
| **If use of school equipment is required to support your letting, detail the equipment (please note that this is subject to availability and may incur additional charges):** |  |
| **If use of school stores is required to support your letting, detail requirements (please note that this is subject to availability and may incur additional charges):** |  |
| **Please detail any further requirements, including Third Party Hire Insurance (note this may incur additional charges):**  **Please note that the extension for Hirer’s Liability will not be provided for a person, group of individuals or organisation who would be expected to have their own liability insurances.** |  |

**To be completed by The Linden Centre based on the information supplied by the prospective letting and in accordance with the Charges and Remissions Policy:**

|  |  |
| --- | --- |
| **Date of receipt of the application for letting:** |  |
| **Hire charge:** | **£** |
| **Hire commencement date:** |  |
| **Lettings terms and conditions / licence signed and returned:** | **Y/N** |
| **Confirmation of insurance and risk management information:** | **Y/N** |
| **Letting hazard exchange complete** | **Y/N** |
| **Site induction complete** | **Y/N** |

**To be completed by the letting:**

**I confirm that I agree to the above stated charges and agree to abide by the terms of letting The Carpenter Centre premises.**

**Name ……………………………………………..**

**Position ………………………………………….**

**Signed ……………………….………………….. Date ………………………………**

**To be completed by The Linden Centre, to agree to and approve of the letting:**

**Name ……………………………………………..**

**Position ………………………………………….**

**Signed ……………………….………………….. Date ………………………………**