**

**APPLICATION TO HIRE EDUCATIONAL PREMISES**

Applications to hire educational premises are required to be made by completing this form and returning it to the following address at least 7 days before the period of hire required:

Finance Clerk

Foxfield Special School

New Hey Road,

Woodchurch,

Merseyside,

CH49 5LE

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| **Premises required:****(e.g. main pool, hydro pool, hall, etc.** |
| **Single booking****Start date: End date: Frequency of use:****Start time: Finish time:** |
| **Regular/block booking****Date:****Time:** |
| **Purpose of Hire:** |
| **Number of persons the hirer intends will be using the premises during the period of hire** |
| **Name of Hirer/Organisation(and/or representative):****Contact address:****Telephone Number:** |
| **Do you have public liability insurance to cover the hiring:****Name of insurer:****Policy number:****Amount of insurance cover provided:****Policy date expiry:** |

I confirm that I have read and understood the Foxfield School Lettings Terms and Conditions of Hire that have been supplied to me. I agree that this hiring is governed by those Terms and Condition of Hire and I agree to observe and perform the requirements of the Hirer as set out in the Terms and Conditions of Hire.

**Signature of Hirer/Authorised representative of the Hirer ­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name in full \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**