

**VANDYKE UPPER SCHOOL**  
**Booking Form for Hire Of School Facilities**

Name of Organisation/Club

Main Contact Name and Address

Email Address

Phone No                      Day  Evening

Invoice Address (if different)

Phone No                      Day  Evening

Facility Required

Purpose

Preferred Day of the Week

Start Date  End Date

N.B End Date must be within same school term as the start date

Start Time  End Time

N.B your group must not arrive before the start time or leave after the end time, so if you require setting up and cleaning up time, ensure this accounted for in the times stated above.

Approx Numbers Involved                      Children under 18

Adults over 18

**Declaration**

I confirm my organisation has in place:

1. Public Liability Insurance  Yes, I attach a copy of the current certificate.
- No, please arrange insurance and add the charge to the invoice.  
(See terms and conditions for details)
2. A Child Protection Policy that has been reviewed in the last 3 years.  Yes, I attach a copy.

No, (fill in reason)

N.B Bookings involving children under 18 will not be accepted in the absence of evidence of a current Child Protection Policy.

3. I have read the terms and conditions, which I accept on behalf of the organisation/club named on page 1.

I agree to pay the necessary fee that will be assessed in accordance with the school's current scale of charges.

Signed \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only:		
Child Protection Policy Attached	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
Insurance Cert Attached	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
Dates Added to Calendar	Yes	
	<input type="checkbox"/>	
Booking Confirmation Issued	Yes	
	<input type="checkbox"/>	