



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	

Facilities Required	1		
	2		
Purpose			
Preferred Day of the Week			
	Start Time	End Time	
	Start Date	End Date	

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	<input style="width: 90%; height: 20px;" type="text"/>
	Adults over 18	<input style="width: 90%; height: 20px;" type="text"/>

School Term Dates for bookings 2018-2019

Autumn Term 2018: Monday 3 September - Tuesday 21 December (Half term: Mon 22–Fri 26 October)
Spring Term 2019: Monday 7 January 2019 – Friday 5 April (Half term: Mon 11 – Fri 15 February)
Summer Term 2019: Tuesday 23 April 2019 - Friday 19 July (Half term: Mon 27 May – Fri 31 May)

Declaration

I confirm my organisation has in place:

1. Public Liability Insurance (cover up to £5,000,000) Yes, I attach a copy of the current certificate.
2. A Child Protection Policy that has been reviewed in the last 3 years. Yes, I attach a copy.

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

No, (fill in reason)

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

Insurance Cert Attached

Yes

No

Dates Added to Calendar

Yes

Booking Confirmation Issued

Yes