



# **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**

**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**

**Adults 18 +**

**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

☐