



APPLICATION/AGREEMENT FOR LETTING OF THE VALE ACADEMY AND FACILITIES

Incomplete application forms cannot be processed, delaying your letting.

Section 1 - Organisation Details and Purpose of Letting

Name of organisation

Is the above organisation a registered company or charity?

Yes No

If yes, please provide your company or charity number

Do you require a reference, purchase order number or similar for any invoices raised?

Yes No

If yes, please provide your reference, purchase order number or similar

Type of organisation / description of service or activity provided

Are you an individual / organisation who has been asked to deliver an activity on the behalf of a school / cluster / extended services?

Yes No

If yes, please provide the name and contact details of the person who has asked you to provide the activity.

Age of persons taking part in activity **A.** All under 18 **B.** All Adults **C.** Mixed Adults / Youth

Please see our Conditions and Guidelines, particularly if your activity includes persons under eighteen years of age.

Has this organisation had a letting between 1/09/15 and 31/8/16? **D.** Yes **E.** No

Do **any** of the employees / members receive payment for services? **F.** Yes **G.** No

Do **all** employees / members volunteer their services? **H.** Yes **J.** No

(please note; boxes F to J above relate to the organisation as a whole, not just to this letting/activity)

Please give details of any national governing body, league or association your group is affiliated to

Please provide web address for your national governing body or equivalent

Please attach a copy of your own insurance policy

Own insurance is attached / has previously been submitted Yes No

Section 2: Fees

Fees payable by the participants are £ per session / week / month / year

Please provide details of what the fees, as stated above, are used for

Section 3 - Responsible Person/s Details

1. LEAD PERSON - Please provide the details of the person who will be responsible for the session/s and can be contacted

First Name Surname

Address Post Code

Telephone Mobile Number

Email Address

Position in organisation

Applicant's CRB issue date (see Conditions and Guidelines)

Do you wish the hire agreement to be in the name of this person? Yes No

Do you wish the invoice (if any) to be sent to this person? Yes No

2. SECOND NAMED PERSON - Groups providing activities for persons under 18, must provide details of a 2nd person.							
First Name				Surname			
Address					Post Code		
Telephone				Mobile Number			
Email Address							
Position in organisation							
Do you wish the hire agreement to be in the name of this person?				Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you wish the invoice (if any) to be sent to this person?				Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

3. THIRD NAMED PERSON - Groups providing activities for persons under 18, must provide details of a 3rd person.							
First Name				Surname			
Address					Post Code		
Telephone				Mobile Number			
Email Address							
Position in organisation							
Do you wish the hire agreement to be in the name of this person?				Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you wish the invoice (if any) to be sent to this person?				Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Section 4 - Booking Form

Which part/s of the building do you wish to hire							
For what purpose							
No. of People			Is seating required?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Use the space below to tell us which day/s and date/s you wish to hire the premises							
Start Time				Finish Time			
Day/s of the week							
Start Date				End Date			
Do you require use of the facilities during school holidays?				Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

RETURN THIS FORM WITH AT LEAST 3 WEEKS NOTICE TO: The Vale Academy, Westmoor House, Grammar School Road, Brigg, DN20 8BA

Please note that this is an application form only and does not guarantee that you will be able to hire the facilities you have applied for. You are strongly advised not to issue any advertising or promotional material or otherwise arrange to use the facilities until you have received your written confirmation. You are hiring our facilities and this **does not include equipment**, ensure you ask (prior to booking) if you are unsure.

I acknowledge that I have read and understood the Conditions, Guidelines and Charges and confirm the information supplied on this application form is accurate. I understand that I can be held liable for any letting fee associated with this application. I agree to immediately notify The Vale Academy of any changes to the information on this form.

Signed			Print Name:			Date:		
--------	--	--	-------------	--	--	-------	--	--

For Office Use Only					
CRB	Quals	Safeguarding	Insurance	Cons.	Approved by:
Letting No.	Category	Charges		VAT	Profile
				Withdrawn on:	
Other Comments:					

****You may photocopy this form****

This form is valid from 1st September 2016 to 31st December 2016