



TEACH Venue Hire Booking Form

Please Note: Public liability insurance documentation will need to be provided for all venue hires.

Contact information

Organisation/Name	
Telephone No.	
Email Address.	
Address	

Booking Details

Date(s) of Event					
Timings of event (including any set up time)					
Type of Event					
Please circle which school you require below: Ad Astra Infant Canford Heath Infant Canford Heath Junior Haymoor Junior	Hall				
	Conference Room				
	Meeting Room				
	School Field				
	Football pitches				
	Other (please specify)				
Car Parking Required <i>Please note we will endeavour to meet your requirements where possible but no parking request can be guaranteed</i>		Yes or No Timings/Numbers:			
Site Team Requirements? (Set up / movement of desks / chairs etc) <i>Please note any movement of school property must be authorised as stated in the Lettings Policy. Please note: Site team assistance in setting up the hire area may incur an additional charge.</i>					
Technical Requirements? (Sound, lighting, IT)					
Catering Requirements <i>Please circle what's required and indicate numbers and times.</i>		Tea/Coffee with biscuits	Water	Buffet Lunch	Hot sit down meal
		Timings and numbers:			

Further Details

Please detail any further requirements or important details below:

DECLARATION TO BE COMPLETED BY THE HIRER

(Persons signing this declaration must be 18 years or over)

- Safeguarding Children: If my hire involves the teaching or supervision of children, as defined by law, I have read, understand and will abide by the school’s Safeguarding policy, ensuring the correct clearances, including DBS requirements, are applied to adults in my organisation.

I being the duly appointed agent ofacknowledge receiving a copy of and agree to abide by the lettings policy terms and conditions applied to the above letting(s) and are fully aware it is our responsibility to provide adequate first aid provision.

In the event I am unable to arrange adequate first aid provision, upon request, the school will endeavour to supply this service at an additional cost. This is subject to agreement by the Head of School.

- Being responsible for my own third party insurance cover, I do hereby agree to indemnify TEACH Poole and the Local Authority against any claim which may arise out of the letting of the premises and grounds to me in respect of loss or damage or injury or by reason of any act or omission on my part or the part of my agents

Name of Hirer:

Signed:

Public Liability Insurance Details Included: Yes/No (Please delete as appropriate)

Date:

Please complete and return to Finance, finance@teachpoole.com