

Thank you for your enquiry regarding hiring of school premises.

Please complete this form in full and return to [admin@boxmoor.herts.sch.uk](mailto:admin@boxmoor.herts.sch.uk)

Once we receive your completed form we will check our availability and respond to you within 2 working days.

If your request is approved we will send you our booking form and Hiring Premises Agreement to complete, sign and return. A £50 security deposit will be required which will be returned after the event, subject to there being no damage or undue cleaning required. The full hiring fee plus any insurance fee\* will due 4 weeks prior to the hiring taking place.

|  |  |  |
| --- | --- | --- |
| **Scale of Charges** |  |  |
| Hall or Field | £20 | per Hour |
| Hall or field & Dining area \*\* | £23 | per Hour |
| Hall & Field | £25 | per Hour |
| Hall, Field & dining area | £28 | per Hour |
| Use of kitchen facilities (small learning Kitchen) | £10 | Per booking |
| Heating Supplement | £10 | Per Booking |

\* LIABILITY INSURANCE

A 10% insurance fee will be added to the total hire cost (excluding heating supplement) to cover Third Party Hirers Liability Insurance unless the hirer can provide evidence of their own insurance.

\*\* If you do not require use of our dining area then children are not permitted to run around and play in this area during the event.

**Request to hire school premises**

|  |  |
| --- | --- |
| Name of Hirer |  |
| Email Address |  |
| Telephone Number |  |
| Do you have children attending Boxmoor School? |  |
| Dates required |  |
| Times required  (the period of hire must include setup and clear away time) |  |
| Purpose of hire |  |
| Number of attendees |  |
| Approx age of attendees |  |
| Areas required | Main Hall  Field  Dining Area  Use of kitchen facilities    Heating required |
| If enquiry is for the purpose of a party please give details of any outside provider that will be used.  i.e. Bouncy castle, magician  A copy of their Public Liability Insurance will be required. |  |
| How did you Hear about us? |  |

Name:

Signature:

Date: