

Devon County Council

SEATON PRIMARY SCHOOL

Application for Hire of School Premises

Details of Hirer

Name of Organisation or Hirer _____

Name of Responsible Officer _____

Address of Hirer _____

_____ Post Code: _____

Position in Organisation _____

Contact Phone Number(s) _____

I wish to hire the premises as detailed in the attached quotation.

I have received a copy of the conditions of hire and I agree to abide by them.

I agree to pay all charges which may be due.

I acknowledge that my attention has been drawn to the advisability of having suitable insurance cover.

* I can confirm that the use of the premises will not include the playing of pre recorded music:
YES/NO (please circle as appropriate).

NB: If you have circled no, under the terms of clause 17 and 19 of the lettings policy, you are required to provide a copy of the Phonographic Performance Licence to authorise the useage of pre recorded music before this letting can be approved.

Signature of Hirer: _____ Date: _____

Letting Agreed on behalf of the Governors by:

Name: _____ Designation: _____ Date: _____

<i>Office Use:</i>	<i>Quotation Ref:</i>
<i>Total Charge</i>	<i>Caretaker Advised</i>
<i>Receipt No.</i>	<i>Payment Date</i>