

Application for Hire of Academy Facilities

Booking Location (Academy): **Robert Wilkinson Primary Academy**

Hirers Details

Name of Person or Organisation:		Type of Activity:				
	Details for Invoice	Details of on site contact 1		Details of on site contact 2		
Title:						
Forename:						
Surname:						
Address:						
Postcode:						
Contact Number:						
Email Address:						
Facility to be hired:						
	Week Days	Start Time	Finish Time	Start Date	End Date	No. of sessions

I understand this is a request form and the booking is not confirmed until I have received confirmation from the Academy. Once confirmation has been received I agree to follow Ebor Academy Trusts rules of letting. I understand, under the Ebor Academy Trust rules, that all hirers using the facilities are required to have their own liability insurance to at least £5m (see Rule 28 for further information). I accept and understand all the Rules of Hire of the Academy supplied with this form and have read the appropriate policies.

Name: _____
 Signature: _____
 Date: _____

VAT will NOT be charged if...
 There is a signed agreement to block book sessions
 Booking length is 10 sessions or more and each session is within 14 days of the last
 Only the room, hall, pool etc is hired and no other equipment or service is being provided

VAT will be charged if....
 There is NOT a signed agreement to block bookings
 The total booking length is less than 10 sessions
 The length between booking dates is over 14 days
 Other items are specially provided in the letting such as extra tables, pens or pencils, sports equipment, etc
 Any other service is provided by the school
 Only the room, hall, pool etc is hired and no other equipment or service is being provided