



The Hayesbrook School, Brook Street, Tonbridge, Kent.  
 TN9 2PH  
 Tel: 01732 500600  
 Email: [finance@brooklearningtrust.org.uk](mailto:finance@brooklearningtrust.org.uk)

### Application to Hire Facilities at The Hayesbrook School

Please return this completed form together with signed and dated Terms and  
 Conditions of Hire to **Cheryl McGroarty**

#### ORGANISATIONAL DETAILS

Name of Club or Organisation	
Responsible Officer of Club or Organisation	
Postal Address (for billing)	
Postcode	
Telephone Number	
Email	
Person Supervising Hire on Site	
Contact Number	

#### DETAILS OF HIRE

Purpose of Hire					
<b>Dates/Times required:</b>					
From:		To:			
Start Time:		End Time:			
Access Time:		Leave Site:			
<b>Facility Required:</b>	Rate Per Hour	Hours Required	<b>Facility Required:</b>	Rate Per Hour	Hours Required
Sports Hall	£30		Playground		
Dance Studio	£25		Restaurant		
3G pitch (1/3 <sup>rd</sup> )	£35		Kitchen		
3G pitch (2/3 <sup>rd</sup> s)	£65		Main school hall		
3G pitch (whole)	£80		Classroom(s)		
Sixth form common room			Changing rooms		
Sixth form large open plan space					
Sixth form classroom					
<b>Equipment required (please specify):</b>					
<b>Catering required (please specify):</b>					



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## INSURANCE

<b>Status of Hirer:</b>	<b>Commercial user / non commercial user *(delete as applicable)</b>
If commercial user, please give details of Public Liability Insurance:	
Insurance Company:	
Policy Number:	
Expiry Date:	
Copy of insurance certificate provided:	Y/N

## SUMMARY OF FEES

Premises Hire Fee	
Equipment Hire Fee	
Catering Fee	
Sub Total:	
Insurance surcharge	
Other surcharge	
<b>Total Fee Payable:</b>	

## DECLARATION

<i>I (the Hirer) agree to the booking arrangements set out in this agreement, and agree to pay the fees set out herein. I acknowledge that I have read, understood and fully accept the Terms and Conditions of Hire from The Hayesbrook School.</i>			
<i>I enclose the following documents:</i>			
• Evidence of clearance to practice from professional body			<input type="checkbox"/>
• Written confirmation that my organisation carries out safeguarding checks with the Disclosure Barring Service for all staff and volunteers who work with children			<input type="checkbox"/>
• Copy of safeguarding policy			<input type="checkbox"/>
Signed (Hirer)		Print Name	
Position		Date	

## AUTHORISATION

Authorised on behalf of The Hayesbrook School by:	
Position:	
Date:	