

Initio Venue Hire Booking Form 2021

Contact information

Organisation/Name	
Telephone No.	
Email Address.	
Address	

Booking Details

Site Location		
Date(s) of Event		
Timings of event (including any set up time)		
Type of Event		
Room locations within site which are required for hire		
Are there any school premises Team Requirements? (Desks, Chairs, set up assistance, locking up, cleaning) Please note this may attract an additional charge		
Catering Requirements? (N/A for most schools)		
Hourly cost		
Total cost		

Further Details

Please detail any further requirements or important details below:

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Hirer Declaration and signature:

I acknowledge I have read and understood the Hirer Terms and Conditions of Hire, and that I will abide by these T's and C's whilst letting Initio Learning Trust premises.

Signed:

Date:

Hire checklist	Date received by Trust
Current Public liability insurance certificate	
Risk assessment and method statement for event	
Hirer Safeguarding policy provided	
Hirer's First Aid certification provided	
Professional qualifications provided for tuition based hire	
DBS clearance provided (may be incorporated in professional qualifications)	
Hirer's signed copy of "Conditions of Hire" to acknowledge that acceptance of responsibilities for conditions of hire.	

Initio:

Signed:

Name:

Date:

Please complete and return to : ***School admin e-mail and contact numbers***

School use only

Please ensure a copy of all relevant information including documents provided, this signed agreement and a copy of the signed T's and C's is retained in the Finance and payroll Directory in the Lettings folder.

