



THE BUCKINGHAM SCHOOL

An Ofsted Graded Good School

London Road

Buckingham

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Website: www.buckinghamschool.org

Facebook: [thebuckinghamschool](https://www.facebook.com/thebuckinghamschool)

Headteacher: Mr A McGinnes

APPLICATION FOR THE HIRE OF EDUCATIONAL PREMISES

Name of hirer/organisation: _____

Email address: _____ Contact Number: _____

Address of hirer: _____

Room/Hall required: _____

(please refer to the Conditions of Hiring leaflet)

School equipment required: _____

Date(s) required (Max of 1 year from start date): _____

Times Required (please allow prep/clean up time) Start: _____ Finish: _____

Purpose of hire: _____ Charge per hire: _____

Maximum no. of participants: _____ Age range of participants: _____ Number of supervising adults (if applicable): _____

Relevant qualifications of supervising adults: _____

The hirer (responsible person) must ensure they are familiar with their legal duties with regard to persons assisting or attending their event, and have due regard for the health and welfare of all persons throughout the duration of hire. Please see www.buckinghamschool.org/lettings for full details.

All hirers must ensure that suitable arrangements are in place with regard to the safeguarding of children and child protection. The school reserves the right to terminate the contract if the hirer fails to have these arrangements in place.

The hirer confirms, and can provide evidence to The Buckingham School that they:

1. Comply with the DBS Code of Practice [Code of Practice for Disclosure and Barring Service](#)
2. Where appropriate DBS checks and/or List 99 checks are required, all staff/volunteers have completed the appropriate checks
3. Agree to advise The Buckingham School of any concerns they may have regarding a member of staff or volunteer who would be on the premises

Insurance required? Yes ☐ No ☐
(If not required, please attach a copy of your insurance certificate. If this is not attached at the time of booking, 10% of the facility hire fee will be added for Local Authority Insurance)

Alcohol Is **NOT PERMITTED** on the school site and cannot be brought onto or consumed during the hire

Electrical Equipment Please list all of the electrical equipment you will be bringing onto the school site (No electrical equipment can be used unless it has a valid PAT certificate)

Risk Assessments Attached including Covid related Yes ☐ No ☐

I confirm that I am aware of my legal responsibilities with regards to the safety, health and welfare of all persons assisting or attending the event.

*Before signing, please read and agree the 'Conditions of Hiring' agreement

Signature of hirer: _____

Please complete and return this form to The Buckingham School reception at least 21 days before the event where possible. Confirmation of hire will then be issued.

Prices are increased for any weekend bookings – please refer to The Buckingham School 'Conditions of Hiring' agreement

All lettings are subject to additional cleaning charges – please refer to The Buckingham School 'Conditions of Hiring' agreement

School Use Only

ACCEPTANCE OF BOOKING

I am authorised by The Buckingham School to accept conditions for use as per the above requirements:

Signature of authorised personnel: _____

Name: _____ Date: _____

BOOKING AGREED BY

Signature of Business Manager: _____ Date: _____

Signature of Headteacher: _____ Date: _____