

**Lettings - Application Form to hire School, Academy, children's centre and education setting premises**

This form is to request hire of Leeds City Council School, Academy, Children's centre and education premises. Please refer to the Conditions and Guidelines document issued with this form for further advice in completing this application form.

**Completion of this form does not guarantee that you will be able to hire the premises.**

- Ensure all sections of the application form are fully completed, including all dates and times required. Submit mandatory documentation with this form. Failure to do so may delay your application.
- Allow at least 3 weeks notice (6 weeks where school holiday closures apply)
- If successful you will then be sent a hire agreement (which will detail costs / dates / times / facilities you have booked). Please check the details carefully, **sign** and send back to us at [educ.lettings@leeds.gov.uk](mailto:educ.lettings@leeds.gov.uk).
- Once we have received the signed hire agreement, we will send you a confirmation of your booking, the letting can then take place as details on that confirmation hire agreement.
- We strongly advise you not to issue any advertising or promotional material until you have received, checked, signed and returned the **hire agreement**, and have received confirmation of hire from us.
- Please read the information below before sending your application form to us.
  1. **Safeguarding Children** - For any group or organisation with a junior membership (under the age of 19) it is necessary to attach a copy of your Child Protection Policy and your health and safety policy.
  2. **Safeguarding Adults** - If your group or organisation has a membership where you consider the adults attending your sessions to be at risk from harm or abuse it is necessary to attach a copy of your Adult Safeguarding Policy.
  3. **Third Party Hirers Public Liability Insurance** - All groups and organisations require Public Liability Insurance for a minimum of £5 million. Please submit a copy of your insurance schedule.
  4. **Teaching / training physical activities** - Please attach a copy of your relevant teaching or coaching qualifications.
  5. **Playing of music** - If you will be playing music during the letting please ensure you hold PPL /PRS licenses.
  6. **Alcohol** - If your letting involves the sale of alcohol on the premises or within the grounds, a temporary events notice must be obtained by contacting Licensing. A copy of this must be submitted with your application.

**Premises Information and purpose of hire**

**Name of building you wish to hire:**

Purpose of hire:

Age of persons in attendance (delete two): All under 18's, All Over 18's, Both under and over 18's

Will the event involve physical activity? (delete one): Yes No

Will there be music played at the event? (delete one): Yes No

**Hire Dates and Times** (Hire times should include any time required for setting up and clearing away).

| Room / facility / area | Day of week | Start date | End date | Time From | Time To |
|------------------------|-------------|------------|----------|-----------|---------|
|                        |             |            |          |           |         |
|                        |             |            |          |           |         |
|                        |             |            |          |           |         |
|                        |             |            |          |           |         |
|                        |             |            |          |           |         |

Are there any dates within the range above that are not required?

Do you require use during school holidays?

| <b><u>Hirer Details</u></b>   |   |  |                 |
|---|---|--|-----------------|
| Name of Organisation:   |   |  |                 |
| Company or Charity Number (if applicable):  |   |  |                 |
| Are you (please delete any not applicable): An individual, Private Sector, Public Sector, Third Sector.   |   |  |                 |
| <b>Lead person on site during the letting / activity:</b>   |   |  |                 |
| Full name:  |   | Position in organisation:  |                 |
| Home Address:   |   |  | Postcode:       |
| Telephone Number:   |   | Mobile Number:   |                 |
| E-mail address:   |   | Do you wish the hire agreement to be in the name of this person (delete one): Yes No |                 |
| <b>Hirer Details – Second Named Person. <i>Groups providing activities for persons under 18, must provide details of a second person.</i></b>                               |   |  |                 |
| Full name:  |   | Position in organisation:  |                 |
| Home Address:   |   |  | Postcode:       |
| Telephone Number:   |   | Mobile Number:   |                 |
| E-mail address:   |   | Do you wish the hire agreement to be in the name of this person (delete one): Yes No |                 |
| <b>Invoicing name and address – <i>This is the name and address we will issue the invoice to.</i></b>   |   |  |                 |
| Please select from the following options:   | Invoice to be issued to Lead person on site (delete one):     |  | Yes No          |
|   | Invoice to be issued to Second named person (delete one):     |  | Yes No          |
|   | Issue invoice to a third person (completed in section below): |  | Yes No          |
| Full name:  |   | Position in organisation:  |                 |
| Address:  |   |  | Postcode:       |
| Telephone Number:   |   | Mobile Number:   | E-mail address: |
| <b>Internal LCC departments please provide an Expenditure code:</b>   |   |  |                 |
| <b><u>Additional Event Details</u></b>  |   |  |                 |
| Will alcohol be sold at the event? (delete one):  |   | Yes  | No              |
| How many people will be attending? <i>If more than 150 people attending, stewarding is required.</i>  |   |  |                 |
| Please indicate if seating is required (please delete any not applicable):<br>Banquet, Boardroom, Dinner Dance, Horseshoe, Theatre Style, Cabaret, Classroom, None required |   |  |                 |
| Is this activity free to the people attending? (delete one):  |   | Yes  | No              |
| If no, how much is; 1). the charge per session?   |   | 2). the membership fee?  |                 |

All booking requests are subject to the Council's Prevent Duty. Please refer to point 27 under section 11 of the Conditions and Guidelines document for further details.

Leeds City Council expects any organisation that uses the building to comply with the Coronavirus Act 2020 the Health Protection (Coronavirus, Restrictions) (England) Regulations 2020, and/or any subsequent statutory amendment, modification or replacement thereof and all Coronavirus COVID-19 guidance issued by the Government from time to time.

Please return completed forms to [educ.lettings@leeds.gov.uk](mailto:educ.lettings@leeds.gov.uk)