



# LADBROOKE JMI SCHOOL

*Work Together, Achieve Together*

Watkins Rise  
Potters Bar  
Hertfordshire  
EN6 1QB

01707 652 882

[admin@ladbrooke.herts.sch.uk](mailto:admin@ladbrooke.herts.sch.uk)

## Application to Hire School Premises

CONTACT NAME / COMPANY							
ADDRESS							
CONTACT NUMBERS							
EMAIL ADDRESS							
NATURE OF HIRE							
DATES REQUIRED							
Will alcohol be present during the event?							
DAY(S) OF WEEK REQUIRED (please tick)	MON	TUES	WED	THURS	FRI	SAT	SUN
TIME REQUIRED							

	HIRE TIME (to include preparation and cleaning time)		FOR OFFICE USE	
	FROM	TO	CHARGE £	VAT £
HALL				
CLASSROOM(S)				
NEWBUILD ASC			£30 p/h	Not applicable
PLAYGROUND – KS1				
PLAYGROUND – KS2				
FIELD				
OWL HOUSE				
	<b>TOTAL</b>			
*The hirer is required to hold Public Liability Insurance. If a copy of the cover note is not produced <u>prior</u> to the hiring, the school will arrange cover and a 10% charge will be made	<b>*HIRER INSURANCE FEE (10%)</b>			<b>Note: Inflatables are not permitted on site during lettings.</b>
	<b>TOTAL VAT</b>			
	<b>TOTAL CHARGE</b>			
	<b>10% DEPOSIT (if required)</b>			
	<b>BALANCE PAYABLE</b>			

I wish to apply for the use of the accommodation shown above. I have read the Terms and Conditions of Letting, which I accept on behalf of the organisation named above. I agree to pay the charge agreed at the time of hire, payable 2 weeks prior to the event taking place. I am over 18 years of age. For ongoing bookings, the school reserves the right to vary the rate of hire with a minimum of one month's notice.

Signed..... Date.....

Name..... (IN BLOCK CAPITALS)

