

APPENDIX 2



HAYDON SCHOOL

Incident Reporting Form for Hire

Date and time of incident	
What happened?	
Where did it happen?	
Who was involved?	
Was there any damage to property, equipment or other items as a consequence of this incident?	
The name of person reporting the incident.	
What was the purpose of this hire?	
Date and signature	

APPENDIX 3



HAYDON SCHOOL

Application form for the hire of academy facilities

The application should be sent to the academy and should normally be made at least 14 days before hiring is required.

Details of the Hirer (to whom correspondence will be sent)

Name	
Name of organisation and position within organisation (if applicable)	
Address	
Telephone number	
Mobile number	
Email	

Facilities required

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Date of hire

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Time facilities are required for - Please allow time for setting and clearing up

From	To

Reason for hire

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Additional equipment required

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Any other requests

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Declaration

- 1 I have read and accept the academy's conditions of hire and agree to abide by these and any special conditions communicated to me.
- 2 I agree to indemnify Haydon School against any accidents or damage to Haydon School property or injury to persons which may be incurred as a result of the hiring unless caused by the negligence or breach of statutory duty of Haydon School.
- 3 I understand that I/the Hirer are responsible for providing first aid as necessary.
- 3 I enclose a copy or copies of appropriate qualifications held by the person(s) running the activities (where appropriate) in support of this application and attach a letter confirming all necessary DBS disclosures are in place.
- 4 I enclose copies of our current insurance certificate, VAT exemption form, activity risk assessment, constitution of articles/memorandum and safeguarding/child protection policy statement, where appropriate.
- 5 I accept that an additional charge may be made in respect of damage caused to the building or academy property through negligence or wilful intent.
- 6 I agree to the payment conditions.
- 7 I am over 18.

Signed _____ Name in full _____ Date _____

Please send completed form to Sasha Chard, Haydon School, Wiltshire Lane, Eastcote, Pinner, Middlesex, HA5 2LX. Email: lettings@haydonschool.org.uk

This section will be returned to you as confirmation or otherwise of the hire. It is **not** an invoice.

Name _____

Address

Approval is given/not given to your application to hire _____(facilities)

at ___ Haydon School ___ on

The charge will be £ _____ # starting at _____ hours and finishing at _____

hours, unless the period of hire exceeded.

Thank you.