WHITE ROSE
ACADEMIES

Facilities Hire Form

Hirer Application Enquiry Form for the use of Academy Premises at: (please tick an option)

⬭ **Leeds City Academy**   ⬭ **Leeds East Academy**   ⬭ **Leeds West Academy**   ⬭ **Alder Tree Primary**

This form **must** be completed by the person responsible for the proposed hire. You **must** provide as much information as possible. Completion of this form **does not** guarantee the letting will be accepted. Further documents may be requested before any letting is approved and or takes place.

Accommodation Required	Time	Dates	Total hours Per week	Reason for hire

Name and type of organisation:

Contact name, address, e-mail and phone number:

Type of Organisation (e.g. voluntary, grant funded, commercial organisation (e.g. limited company)

Estimated number of adults: ⬚   Estimated number of children (under 14): ⬚

Will any licences (e.g. performing rights) be required?   **Yes** / **No**

Will you be providing a qualified first aider(s)?   **Yes** / **No**

Do you have Public Liability Insurance in place?   **Yes** / **No**

If so, value (£ million)

Please state coaching qualification held for activity (if applicable)

Will you require any furniture moving, cleaning after event, refreshments provided or special equipment, if yes please list here:

How many people will be supervising the event? ⬚   If appropriate do these people hold a valid DBS check?   **Yes** / **No** / **N/A**

Any other information relevant to your application: (e.g. what is the event called, is alcohol involved, layout of rooms, equipment required etc)

For enquiries at **Leeds City Academy** please email this form to **hirespace.city@whiteroseacademies.org**
For enquiries at **Leeds East Academy** please email this form to **hirespace.east@whiteroseacademies.org**
For enquiries at **Leeds West Academy** please email this form to **hirespace.west@whiteroseacademies.org**
For enquiries at **Alder Tree Primary** please email this form to **hirespace.aldertree@whiteroseacademies.org**

Academy Use: Letting Approved/Rejected/HAF2 issued (delete as applicable) By:_____
Date:_____ Cost per Letting £_____ Invoice and Letting Agreement issued date:_____ by: _____