



The Oak-Tree Group of Schools

Application for the Hire of Premises and Facilities

DETAILS OF APPLICANT

Full Name

Address

Contact Telephone Number[s].....

Email Address

On behalf of

Details of person to be in attendance during the hire and responsible for supervision [*if different from the applicant*]

Full Name

Address

Telephone Number

DETAILS OF HIRE REQUIREMENTS

Location of Premises Required Coopersale Hall School Normanhurst School Oaklands School

Areas Required [*tick as applicable*]

Main Hall Studio Kitchen Astro Turf ICT Suite Library Playground Playing Field

Other

Purpose of Let

Approximate Numbers.....

Date of Hire Time of Hire

Other Requirements [*any additional information which may be required*]

.....

.....

Copy of Public Liability Insurance Cover enclosed Yes No

Please note:

1. Time of hire must include preparation and dismantling time.
2. Every effort is made for the facility to be as clean as possible, but as these are working schools, conditions must be taken into consideration.

DECLARATION

I hereby apply for facilities detailed above and confirm I have read and agreed to the terms of the Oak-Tree Group of Schools Facilities Hire Contract

Signature Date

Once completed, please print, sign and return to:

Lettings Department, Oak-Tree Group of Schools, 6-8 Albion Hill, Loughton, Essex IG10 4RA

NB: The Oak-Tree Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any organisation who works with children and young adults using the School's facilities will be asked to abide by The Oak-Tree Group's Child Protection Policy.

The Oak-Tree Group of Schools is the trading name of Oak-Tree Schools Holdings Ltd registered in England & Wales.

Company no: 03033574 Registered Office: 6 Albion Hill, Loughton, Essex IG10 4RA

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 @oaktreeschools