

Application for Hire of Academy Facilities

Ebor Academy Trust Ebor Business & Training Centre The Leyes Osbaldwick YO10 3PR

Name of Person or Organisation: Type of Activity:	Booking Location (Academy): Hirers Details									
Details for Invoice Details of on site contact 1 Details of on site contact 2 Title: Forename: Surname: Address: Postcode: Contact Number: Email Address: Week Days Start Time Finish Time Start Date End Date No. of sessi Understand this is a request form and the booking is not confirmed until I have received confirmation from the Academy. Once confirmation habeen received lagree to follow Ebor Academy Trusts rules of letting. I understand, under the Ebor Academy Trust rules, that all hirers using the facilities are required to have their own liability insurance to at least 25m (see Rule 28 for further information). I accept and understand all the Rof Hire of the Academy supplied with this form and have read the appropriate policies.						Type of Activity:				
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VAT will NOT be charged if...

There is a signed agreement to block book sessions

Booking length is 10 sessions or more and each session is within 14 days of the last

Only the room, hall, pool etc is hired and no other equipment or service is being provided

VAT will be charged if....

There is **NOT** a signed agreement to block bookings

The total booking length is less than 10 sessions

The length between booking dates is over 14 days

Other items are specially provided in the letting such as extra tables, pens or pencils, sports equipment, etc Any other service is provided by the school

Only the room, hall, pool etc is hired and no other equipment or service is being provided