



**Application for Hire of Academy Facilities**

Booking Location (Academy): \_\_\_\_\_

**Hirers Details**

Name of Person or Organisation:		Type of Activity:				
	Details for Invoice	Details of on site contact 1		Details of on site contact 2		
Title:						
Forename:						
Surname:						
Address:						
Postcode:						
Contact Number:						
Email Address:						
Facility to be hired:						
	Week Days	Start Time	Finish Time	Start Date	End Date	No. of sessions

I understand this is a request form and the booking is not confirmed until I have received confirmation from the Academy. Once confirmation has been received I agree 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 £5m (see Rule 28 for further information). I accept and understand all the Rules of Hire of the Academy supplied with this form and have read the appropriate policies.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**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