**Appendix B - Application for Hire of Academy Premises**

**Hire of Academy Premise Form**

**Section 1**

**Applicants Details**

|  |  |
| --- | --- |
| Name |  |
| Company Name |  |
| Address |  |
| Email Address |  |
| Contact Telephone Number |  |

**Lettings Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Booking Date |  | | |
| Booking Time |  | | |
| Anticipated number of attendees |  | | |
| Do you wish to make multiple bookings? | | Yes | No |
| **If you would like to make multiple bookings for the same facility but on different dates, please also complete Section 3** | | | |
| Please describe the Purpose for which you wish to use the facility: | | | |

**Section 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **Performing Arts/Meetings** | **HOURLY**  **RATES**  **PEAK** | **NUMBER OF HOURS** | **TOTAL COST** |
| Studio | £50 |  |  |
| Large Conference Room (Seats 12) | £40 |  |  |
| Small Conference Room (Seats 6) | £40 |  |  |
| Theatre (150 Seats) | £50 |  |  |
| Car Park | £50 |  |  |
| Dining Hall | £50 |  |  |
| Kitchen | £60 |  |  |
| Sports Hall | £50 |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DELEGATES - CATERING** | | **COST PER DELEGATE** | **TOTAL**  **NUMBER OF**  **DELEGATES** | **TOTAL COST** |
| Per Delegate Cost – Catering | | Price on Request |  |  |
|  | | | | |
| **ALL CHARGES ARE EXCLUSIVE OF VAT** | | | | |
| **Total cost for booking** | | | |  |
| **Please list other dates in Section 3-**  **Number of days you require this booking** | | | |  |
| **TOTAL COST (Excluding VAT)** | | | | **£** |
| **VAT @ 20%** | | | | **£** |
| **Concessions – Only applicable to peak rates**  **CONCESSIONS MUST BE AGREED PRIOR TO PAYMENT** | | | **APPLICABLE** | **DISCOUNT** |
| Any affiliation to the Academy | | 50% |  |  |
| Member of Staff | | 50% |  |  |
| Academy Family Activities | | Free |  |  |
| 10 Week Block Bookings |  | VAT Not Applicable |  |  |
|  | **TOTAL COST** | |  | **£** |

**Section 3**

ADDITIONAL DATES

**Section 4**

PAYMENT OPTIONS

Total fee payable:

£

|  |  |
| --- | --- |
| **DATES** | |
|  |  |

**Please select one of the following payment options.**

Cash Payment

For cash payments please pay at reception prior to the booking date. You will be given a receipt of which you will be required to present to the site team on your arrival on the day of hire.

BACS Payment

To make a direct BACS Payment please call the Finance Department at the Academy

**If you would like to pay in instalments, please contact the Academy to discuss this option.**

**Section 5**

DECLARATION AND SIGN

In consideration of this application being granted, I agree to pay the Academy on demand, hiring fees in accordance with the Schedule of Charges and Conditions for Hire of Academy premises, a copy of which has been supplied to me, and I undertake to comply with such regulations.

I confirm that I am over the age of 18 years old and also certify that all adults working with children and vulnerable adults have had the necessary DBS checks and all insurance and coaching certificates are in place.

|  |  |
| --- | --- |
| Print Name |  |
| Signature |  |
| Date |  |

**Section 6** – **FOR OFFICE USE ONLY**

|  |  |
| --- | --- |
| Booking Reference Number |  |