



COLHAM MANOR PRIMARY SCHOOL  
VOILET AVENUE  
HILLINGDON  
UB8 3PT  
Tel: 01895 442879

### Application Form for Hire of School Accommodation

To be completed and returned not less than 15 working days before the date of the booking.

1. Name of Organisation: \_\_\_\_\_
2. Nature of Event: \_\_\_\_\_
3. Number of people attending: \_\_\_\_\_
4. Admission Charge if any: \_\_\_\_\_  
What will the proceeds be used for? \_\_\_\_\_
5. Date(s) the accommodation is required for: \_\_\_\_\_
6. Times: From: \_\_\_\_\_ To: \_\_\_\_\_  
**Please allow time for setting up or clearing away**
7. Accommodation (tick as required)  
Main Hall \_\_\_\_\_ Dining Hall \_\_\_\_\_ Community Room \_\_\_\_\_  
Playground \_\_\_\_\_ Playing Field \_\_\_\_\_
8. Catering Is School Catering Required Yes/No
9. Heating Is Heating required Yes/No
10. Furniture Number of tables and chairs required \_\_\_\_\_
11. Alcohol Do you wish to serve / sell alcoholic drinks? Yes / No

**Please note the School operates a strict No Smoking Policy in all areas**



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To the Governors of Colham Manor Primary School

I, (Full name) \_\_\_\_\_

Of (Address) \_\_\_\_\_ (Applicant/s)

And I (Full name) \_\_\_\_\_

Of (Address) \_\_\_\_\_ (Guarantor)

All being over the age of 18 years hereby apply for permission for the applicant to use the accommodation as set out overleaf, it being understood that if such permission be granted it will be subject to the conditions of hire made by the Governors in relation to the use of the school premises, a copy of which we have received, and that such permission will be effective only so long as such conditions are duly observed and performed.

We agree to the cost of hiring the accommodation in accordance with the Governors current scale of charges.

I / We the applicants jointly herby undertake and agree with the said Governors to perform and observe all of the said conditions, including applying for an entertainments licence when necessary, should such permission be granted.

We the applicants and the guarantor, herby jointly agree to indemnify and keep indemnified the council of the London Borough of Hillingdon and the Governors of the school from and against all loss, damage, costs, claims, demands, expenses or charges which the council or the Governors may sustain or incur in respect of any matter arising out of the use of the accommodation or the conditions relating thereto, including breach or infringement of copyright, insofar as the same are not covered by the policy of insurance effected by the council and referred to in the conditions of hire, or the obligation to give notice of any accident, damage or proceedings as aforesaid is not fulfilled by us and to pay to the Governors on demand all sums as may be payable by reason of this indemnity.

Signature of Applicant: \_\_\_\_\_

Telephone Number (Home): \_\_\_\_\_

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

Business: \_\_\_\_\_

Signature of Guarantor: \_\_\_\_\_

Telephone Number (Home): \_\_\_\_\_

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

Business: \_\_\_\_\_