

School Let Regular and Block Booking Form

Please return completed form/s allowing at least 14 days' notice of start date and prior to school holidays

<https://www.dumfriesandgalloway.gov.uk/schools-learning/schools/hire-school-facilities>

Association / Club Name (If applicable)					
Is this a COMMERCIAL or NON-PROFIT making organisation?					
Applicant Name					
Address 1		Office held (if applicable)			
Address 2		Telephone			
Address 3		Mobile			
Postcode		E-mail			
Invoice/Payee Name (if different to above)					
Address 1		Office held (if applicable)			
Address 2		Telephone			
Address 3		Mobile			
Postcode		E-mail			

Venue/School Name					
Area(s) Requested	Day	Start Date	End Date	Start Time	End Time

Please list all dates not required

(Please note Lets are not available during Schools Christmas and New Year holidays, Good Friday to Easter Monday and May Day public holidays)

Purpose/Nature of Booking

Do you require the use of school equipment / sports equipment?

(If yes please list below, this includes the use of any fixed equipment, goals, table tennis tables, nets, chairs, tables etc.

Please note not all equipment is available for hire)

Yes

No

Approximate Numbers	U18s	19-59 years	60+
Is there a charge to attend (if so how much?)	Yes	£	No
Please confirm if selling items/goods	Yes	No	
Please confirm equipment brought in has been subject to relevant PAT checks within 1 year of the date of the event.	Yes	No	

If you are an individual or organisation working with children under 18 years of age, please ensure you have completed the 'Child and Vulnerable Group Protection Declaration form'.

If you require this form please email schoollets@dumgal.gov.uk

Dumfries and Galloway Council accepts no responsibility for any loss or damage, including personal injury or death, shall the facility prove to be unsuitable for the hirer's intended use. The hirer shall be deemed to have been satisfied in this respect prior to the let commencing.

The hirer is required to take out appropriate insurance to cover their specific activities and to cover loss or damage of property belonging to the Hirer, Dumfries and Galloway Council and person's participating at the event or members of public and to cover death or injury of persons in the building during the period of let.

You must provide a copy of your insurance certificate with your application form.

You must ensure the cover provided will still be valid on the date(s) of the Let.

I have included a copy of my insurance certificate with my application.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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When an event is open to the public, the hirer is required to take out public liability insurance and the premises are let on the understanding that this will be done. Copy of the hirer's public liability insurance shall be submitted with the booking form.

The hirer shall indemnify Dumfries and Galloway Council against any loss or damage as described within these conditions.

You must provide a copy of your insurance certificate with your application form.

You must ensure the cover provided will still be valid on the date(s) of the Let.

I have included a copy of my insurance certificate with my application.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Declaration

I confirm I am aware and agree that School Lets are not available during Schools Christmas and New Year holidays, Good Friday to Easter Monday and May Day public holidays.

I have read and agree to abide by the Council's Terms and Conditions of School Let.

The parties accept these terms and conditions are reasonable and fair for inclusion in any agreement of this nature and in the absence of a signature.

Dumfries and Galloway Council accepts no responsibility for any loss or damage, including personal injury or death, shall the facility prove to be unsuitable for the hirer's intended use. The hirer shall be deemed to have been satisfied in this respect prior to the let commencing.

The hirer is required to take out appropriate insurance to cover their specific activities and to cover loss or damage of property belonging to the Hirer, Dumfries and Galloway Council and person's participating at the event or members of public and to cover death or injury of persons in the building during the period of let.

When an event is open to the public, the hirer is required to take out public liability insurance and the premises are let on the understanding that this will be done. Copy of the hirer's public liability insurance shall be submitted with the booking form.

The hirer shall indemnify Dumfries and Galloway Council against any loss or damage as described within these conditions.

Signature of Hirer					Date		
I confirm I am over the age of 18	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>			

Please return completed form/s by email to schoollets@dumgal.gov.uk or send to:

School Lets, Cargen Tower, Garroch Business Park, Garroch Loaning, Dumfries, DG2 8PN

If you have a concern on how the Council uses personal data, and to know more about your information rights please email schoollets@dumgal.gov.uk