

# EMERSON PARK ACADEMY

## 2. HIRERS APPLICATION FORM

This form must be completed by all applicants applying to hire any facility at the Academy

Name of Hirer  
(Mr/Mrs/Ms/Miss/ ) \_\_\_\_\_

Address of Hirer \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ Mobile Number \_\_\_\_\_

Email address \_\_\_\_\_

Type of Organisation \_\_\_\_\_

Invoice Address \_\_\_\_\_

(if different from above)

\_\_\_\_\_ Post Code \_\_\_\_\_

### PLEASE CIRCLE YOUR RESPONSE TO THE FOLLOWING QUESTIONS

Will there be any young people attending the event? YES / NO

Young people are those under 18 years of age.

Are you intending to consume Alcohol at the event? YES / NO

Permission will be confirmed in writing if approval is given.

If yes, will the alcohol be sold during the event? YES / NO / Not Applicable

Selling of alcohol at an event will require an Occasional License to be obtained in advance from the local Justice

Will members of the general public be allowed access? YES / NO

Do you have Public Liability Insurance? YES / NO

Minimum limit of indemnity for any one incident £5,000,000. If less than this value, or the answer is NO, the Academy will apply a 10% Insurance surcharge for lettings of less than 10 dates. This surcharge is liable to Insurance Premium Tax at the prevailing rate.

Date of Insurance Certificate Expiry \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

A copy of a valid Certificate of Insurance covering all dates of hire must be attached to the completed application form.

Are you intending to have music at the event? YES / NO

If YES, will this be a live performance? YES / NO / Not Applicable

Signed \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_

If signing on behalf of the organisation

For Academy Use Only	
CRB reqd	
Alcohol Appr	
Valid Insurance	
License Appr	
BPRO update	