

# 2015/16 Academic Year Short Term Letting Application Form

Please complete in BLOCK CAPITALS and in black ink.

Your fully completed application form must be received at least **10 working days** before the date required.

## Personal details

Full name of person applying  Date  /  /

Address   
 Postcode

Telephone number  Day time telephone number

Email address

School required

Facility  (eg sports hall, gym, field etc.)

Copy of groups insurance documentation enclosed with application? Yes  No

## Date required

1  From  am/pm To  am/pm

If this date is unavailable, please give an alternative date.

2  From  am/pm To  am/pm

**Please note:** Time for setting up and clearing up must also be stated above.

Purpose of Event

Number of supervising adults  Number of children

## Charges for hiring school halls for one off bookings

Weekday	Please contact the school for a price
Weekend	Please contact the school for a price

Please phone **+44 1624 648800** to find out correct charge.

**Please forward cheque made payable to the Isle of Man Government with your application form.**

If the date(s) you have requested are unavailable your cheque will be returned with a covering letter advising that the facilities are unavailable.

**Please note:** Your application form will be returned if a cheque has not been attached.

## Declaration

I  (name in BLOCK CAPITALS)

agree to take responsibility for the members of my group and their adherence to the regulations. By completing and signing this application form, I am confirming that I have read and understood the Terms and Conditions leaflet.

Signed  Date  /  /



1. All hirers of Department of Education premises **must** be aged **18** years or over.
2. One off bookings are not entitled to the child discount.
3. It must **not** be assumed that accommodation is available until the hirer has received an official invoice. A group is **not** permitted to proceed with a booking until an invoice has been received. Dates cannot be held subject to us receiving a completed application form
4. All **cancellations/amendments** must also be notified in **writing** at least **10 working days** before the date of the letting. If this is not possible you must telephone or email the Lettings Department at St Ninians High School, on +44 1624 648800 or enquires@snhs.sch.im. Your telephone call **must** be followed up with a letter as soon as possible. A £2.00 administration charge will be charged in all cases. **Where the cancellation has occurred within the 10 day period the full cost of the letting must be paid.**
5. Groups are reminded that they are only authorised to be on the premises for the times stated on the invoice. **Setting up and clearing up times must be included within the hours stated on your application.**
6. **No smoking or alcohol** will be allowed on **any** of the Department's premises.
7. Strictly **non-marking shoes must be worn** in the Sports Halls and Gymnasiums at all times. Special floor covering can be hired from the Department for use on the floors.
8. **Fire Procedures** - It is the responsibility of the Group Leaders to familiarise themselves with the Emergency Exits etc. within the building they are hiring and ensure that all members of their group are aware of the procedures.  
  
In the event of a fire, the hirer **must**:
  - activate the alarm,
  - ensure the evacuation of the group, and
  - inform the Caretaker of the location of the fire if known.
9. Kitchen facilities are not available to hire out .
10. Hirers are **not allowed** to use any of the Department's equipment.
11. The Department states that a minimum of 2 adults must be present during all sessions in case of an emergency.

**Please see full terms and conditions of hiring Department premises enclosed with this application form.**

**Send completed form to:** St Ninians High School  
Douglas  
Isle of Man  
IM2 5RA

Tel: +44 1624 648800  
Fax: +44 1624 648801  
Email: snhsbookings@snhs.sch.im