



Facility Hire Application Form

Ruskin Community High School,
 Ruskin Road, Crewe, CW2 7JT
 Tel: 01270 560514 Email:
 finance@ruskin.cheshire.sch.uk

Name of club/organisation	
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Block booking		One off event?		Adult		Junior	
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Primary Contact		Secondary Contact	
Name		Name	
Address		Address	
Town		Town	
Postcode		Postcode	
Tel (home)		Tel (home)	
Tel (mobile)		Tel (mobile)	
Email		Email	

Payment

Reoccurring long term bookings will be invoiced on a monthly basis, in the middle of the month to cover 2 weeks in arrears and 2 weeks in advance, payment to be made in full in respect of all Hire charges applicable for such period.

For bookings of less than a month you will be invoiced for payment in advance.

Each invoice must be paid by the Hirer in full within 14 working days of the date of the invoice.

Invoicing

Invoice to be sent to:	Primary Contact	Secondary Contact
If invoice is to be sent to another contact please provide details:		
Full name and address where invoice is to be sent:		
Postcode:	Tel:	Email:

Cancellation Policy

The School reserves the right to cancel all or any part of any Hire where it requires the use of the Premises and/or the Facilities for any School functions or activities from time to time (including Examinations, Parents Evenings, Open Evenings or Prize Nights). The School will usually give not less than 10 days' notice of any such cancellation but may give shorter notice.

The Primary Contact must also provide the school with:

- Risk Assessment of the activity
- Public Liability Insurance cover

The Primary Contact must sign below. By signing they are confirming they have read, understand and will abide by the following documents:

- Facilities Hire Agreement
- Fire Evacuation Procedures

Signature of Primary Contact			
Date:		Print Name:	

NOTE: Persons signing the declaration must be 18 years of age or over.

Any queries and notices in respect of the Facilities Hire Agreement should be addressed to The School Business Manager, Ruskin Community High School, Ruskin Road, Crewe, CW2 7JT. Telephone: 01270 560514

GDPR statement

Ruskin Community High School are committed to ensuring the security and protection of the personal information that we process, and to provide a compliant and consistent approach to data protection

Facilities required (please tick):

Location	Cost per hour (Adults)	Tick	Cost per hour (Junior)	Tick
Sports hall	£35		£28	
Astro Turf (1/3)	£25		£20	
Astro Turf (Full)	£60		£50	
Dining hall	£25		£20	

Booking dates and times required:

Facilities are bookable on Tuesday, Wednesdays & Thursdays between 5.30pm – 8pm. If you would another day and time please indicate it below and we will get back to you.

Day	Time from	Time to
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Start date		Finish date	
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Anticipated numbers attending:

Adults		Juniors		Spectators	
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