



## Venue Hire Booking Form 2025

### Contact Information

Organisation/Name	
Telephone Number	
Email Address	
Address	

### Booking Details

Site Location	
Date(s) of Event	
Timings of event (including any set up time)	
Type of Event	
Room locations required for hire	
Are there any school premises Team Requirements?(desks, chairs, set up assistance, locking up, cleaning) Please note this may attract an additional charge	
Catering Requirements? (availability limited to whole day events by prior agreement)	
Hourly cost	
Total cost	



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**Please provide any further information:**

### Hirer Declaration and Signature:

I acknowledge I have read and understood the Hirer Terms and Conditions of Hire, and that I will abide by these T's and C's whilst letting Initio Learning Trust premises.

Signed:

Date:

Hire checklist	Date received by Trust
Current Public liability insurance certificate	
Risk assessment and method statement for event	
Hirer Safeguarding policy provided	
Hirer's First Aid certification provided	
Professional qualifications provided for tuition based hire	
DBS clearance provided (may be incorporated in professional qualifications)	
Hirer's signed copy of "Conditions of Hire" to acknowledge that acceptance of responsibilities for conditions of hire.	

**Please complete and return to: [hire@queenelizabeths.com](mailto:hire@queenelizabeths.com)**

Initio (school use only)

Signed:

Name:

Date:

Please ensure a copy of all relevant information including documents provided, this signed agreement and a copy of the signed T's and C's is retained in the Finance and payroll Directory in the Lettings folder.