



# The Hollyfield School

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Headteacher: Ms M. Bailey MA. NPQH

## APPLICATION / AGREEMENT TO HIRE SCHOOL PREMISES

Applications to hire educational premises are required to be made by completing this form and returning it to the above address at least 7 days before the period of hire required:-

School Representative: Facilities Manager – Tel: 020-8339-4500

<b>Premises / Facilities Required</b> (e.g. pitch, MUGA, classroom, hall)
<b>Purpose of Hire</b>
<b>Dates and Times Required</b>  Start day / dates:    End day / dates:    Frequency of use:    Start time: _____ Finish time: _____
<b>Special requests</b>

<b>Details of Hirer / Organisation</b>	
Name of Hirer / Organisation:	
Contact address:	
Telephone number:	Email:
If an organisation, person representing the organisation:	
Name:	Phone:
If above person does not participate who will assume responsibility:	
Name:	Phone:
<b>Does the Hirer have public liability insurance to cover the hiring?</b>	
If Yes, please complete the following and attach copy of policy or cover note	
Name of Insurer:-	
Policy Number:-	
Amount of insurance cover provided:-	
Date of expiry of policy:-	
<b>Is the Hirer intending to sell any foods, goods, refreshments or alcohol at the Premises?</b>	
(If Yes, see Terms and Conditions of hire)	
<b>Will the Hirer conduct public entertainment?</b>	
<b>Does the Hirer have PPL or PRS licences?</b>	

**Hirers are required to note the following:-**

1. The Terms and Conditions of Hire are an integral part of this agreement. Hirers must satisfy themselves that they are fully aware of them and by signing above undertake to observe and perform the requirements as set out therein.
2. Until such time as the signed Hire Agreement is received by the School, together with any deposit or payment required, there is no firm booking with the School for the hire. This means that the School is free to accept alternative bookings for the Premises without any obligation to the Hirer and accepts no responsibility whatsoever for any costs incurred by the Hirer in anticipation of the hiring proceeding.
3. The letting of school sports facilities in Standard rated for VAT purposes. However, if all of the criteria as set out in the VAT Exemption Form are completed VAT may not apply. (The Exemption Form can be found at the end of this document).
4. If you intend to play music, perform copyright material, or show films you must ensure that you have the appropriate licences and obtained formal approval from the school.
5. It is emphasised that a No Smoking Policy is in force throughout the schools buildings and grounds.

**Signature of Hirer / Authorised representative of the Hirer .....**

**Name in full .....**

**Date: .....**

**To the Hirer**

Your application for hire is approved under this Agreement – thank you for supporting The Hollyfield School.

.....  
**School Representative**

.....  
**Date**

## THE HOLLYFIELD SCHOOL

### EXEMPTION APPLICATION

#### VAT Regulations Relating to the use of Sports Facilities

The letting of school sport facilities is Standard rated for VAT purposes.

However, if **all** of the following conditions are met, the letting of sports facilities for a series of sessions may be treated as exempt from VAT:

1. The series consists of 10 or more sessions.
2. Each session is for the same sport or activity.
3. Each session is in the same place.  
The interval between each session is at least one day but not more than fourteen days. The duration of the sessions may be varied, however there is no exception for intervals greater than fourteen days through the closure of the facility for any reason e.g. school holidays.
4. The series is to be paid for as a whole and there is written evidence to the fact. Payment is to be made in full, whether or not the right to use the facility for any specific session is actually exercised. Provision for a refund given by the provider in the event of the unforeseen non-availability of their facility would not affect this condition.  
**However**, a refund in any other circumstances (for example, cancellation of a session by the user) would result in VAT being charged on the remainder.
5. The facilities are let out to a school, club, association or an organisation representing affiliated clubs or constituent associations, such as a local league. The person or organisation to which the facilities are let has exclusive use of them during the sessions.

I/we have read and accept the conditions above. Our bookings fulfil the criteria and I/we apply to be exempt from VAT on these terms.

Name of Organisation:

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Name: (please print) \_\_\_\_\_ Signed: \_\_\_\_\_

Office/Position Held: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE RETURN WITH YOUR APPLICATION TO THE SCHOOL ADDRESS

