



**APPLICATION FOR HIRE OF FACILITIES**  
**1<sup>st</sup> April 2022 – 31<sup>st</sup> March 2023**

|                                   |               |
|-----------------------------------|---------------|
| <b>Name of organisation/club:</b> |               |
| Hirer's name:                     |               |
| Hirer's address:                  |               |
| Mobile Tel No:                    | Tel No:       |
| E Mail Address:                   |               |
| Estimated numbers: Adults         | Juniors (-18) |

|                        |
|------------------------|
| <b>Booking Details</b> |
| Day & Time:            |
| Price:                 |
| Months:                |
| Venue: (3G/Hall/Hub)   |

- Please refer to the Lettings Policy and associated Terms and Conditions of hire
- Proof of Public Liability Insurance is required
- Affiliation Form
- A meeting between the hirer and the Lettings Officer may be necessary to discuss details.
- Only white soled indoor training footwear is allowed in the Hall and no footwear with blades or metal studs will be allowed onto the 3G surface.
- This application form is for the use of bona fide community organisations.
- Application for use by commercial organisations must, in the first instance, be made by letter addressed to the Lettings Office, Rogerstone Primary School.

I hereby acknowledge receipt of the conditions covering the hire of facilities and hereby undertake to abide by and conform to the same, and to observe any directions in pursuance thereof, in the event of this application being granted. I further agree that this form of application, the said conditions of hire and a letter of acceptance under the hand of the hirer shall form a binding contract between Rogerstone Primary School and myself. Please note that a booking does not exist until the hirer receives confirmation.

Signed.....Date.....

Please address all correspondence to the Lettings Office, Rogerstone Primary School, Rogerstone, Newport NP10 9YX

**Lettings Office email [lettings@rogerstoneprimary.com](mailto:lettings@rogerstoneprimary.com)**