



**THE APPLETON SCHOOL
LETTINGS FORM 2023/24
APPLICATION TO HIRE SWIMMING POOL**

THE APPLETON SCHOOL
CROFT ROAD, BENFLEET
ESSEX, SS7 5RN
TEL: 01268 794215
FAX: 01268 759981

The form must be completed by the person responsible for the function and all payments in respect of the hiring

Please complete in BLOCK CAPITALS

Applicant's Name:
Society or Organisation:
Purpose of Hiring:

TERM TIME MON-FRI 4-9PM SAT 8.30AM-4PM
SCHOOL HOLIDAYS MON-SAT 8.30AM-4.00PM

Day	Date	Month	Year	Pool	Time			
Please attach calendar for regular bookings					From	To	From	To
MON								
TUE								
WED								
THU								
FRI								
SAT								

Times must include setting up and clearing away.

Do you have Public Liability Insurance? (copy required)

NO BOOKINGS WILL BE ACCEPTED WITHOUT PUBLIC LIABILITY INSURANCE - Minimum £10,000,000 COVER.

Attached completed risk assessment?

(Incorporating PUBLISHED COVID - SECURE GUIDANCE - Copy required)

Are first aid arrangements covered in your risk assessment?

Have you familiarised yourselves with the fire evacuation procedures?

Do all Swimming Instructors hold a full ASA (or equivalent) qualification

Attached copy of valid swim rescue or NPLQ certificate? (evidence of training also required)

Have you read the schools Swimming Pool Safety Policy?

May we give out your details if asked?

Please Circle

YES/NO

YES/NO

YES/NO

YES/NO

YES/NO

YES/NO

YES/NO

YES/NO

Disabled access is limited - Please contact us for further information.

Name & address for the invoice to be sent to if different from below

Email: _____

DECLARATION

I on behalf of _____ hereby apply for the use of the accommodation and facilities stated and if my application is approved, I will ensure payment in advance of the charges due. I will also ensure that the swimming pool procedures, which I have read are complied with. I can confirm I am over 18 years old.

Signature of applicant Date

Address _____

Contact Numbers: Home: _____ Mobile: _____

Email: _____

A signed copy of this form will be returned within 14 days to confirm booking.

Letting Approved YES / NO Signed _____
Date _____

Office use only

Site _____
Finance _____
Admin _____

Provisional Cost of Hire
£ PER HOUR
Calculated on present rates of hire. These are subject to increase w.e.f. September each year.
Charges at the time of hiring will be applicable.

Data protection act - any personal data entered on this form may be held on computer files

