



**THE APPLETON SCHOOL
LETTINGS FORM 2025/26
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-3.30PM

SCHOOL HOLIDAYS MON-SAT 8.30AM-3.30PM

Day	Date	Month	Year	Pool	Time			
Please attach calendar for regular bookings					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 £5,000,000 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 and Conditions of Hire?

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

£60.50 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

The Appleton School is part of the Compass Education Trust, a company limited by guarantee registered in England and Wales
Company number 07666213

Registered Office: The Billericay School, School Road, Billericay, CM12 9LH

