

**APPLICATION FOR THE HIRE OF THE NORTON KNATCHBULL SCHOOL**

The Norton Knatchbull School  
Hythe Road, Ashford, Kent TN24 0QJ  
Telephone: 01233 620045 Fax: 01233 633668  
e-mail: [finance@nks.kent.sch.uk](mailto:finance@nks.kent.sch.uk)  
[www.nks.kent.sch.uk](http://www.nks.kent.sch.uk)

Name of Hirer/Organisation:	
Address:	
Telephone:	Contact Name:
<b>Second Contact Number:</b>	E-mail:
Purpose of Hiring/Nature of Activity:	
Maximum number of persons:	Please select seating plan option required:
Accommodation required:	
Dates of use:	
Time(s) including preparation:	
<b>THE PREMISES MUST BE CLEANED, CLEARED AND VACATED BY THE END TIME.</b>	
Request for Disabled Facilities: (We will try to accommodate your requirements)	
Do you wish to serve refreshments: Yes/No	
Insurance cover: evidence required, minimum of £5m cover  Cover may be available through the school's policy; the cost is 5% of the hire charge.	
<i>PLEASE NOTE -Caretaker cover will be provided automatically in order to maintain security</i>	
Please complete and return this form, together with proof of insurance cover, if available, to The Norton Knatchbull School. This form will be authorised, the cost confirmed and returned for your records.	
<b>DECLARATION BY HIRER</b>	
I hereby apply to use the above facilities on the dates and times shown and agree to be bound by the Letting Conditions attached and with the instructions of any of its officers. On behalf of the organisation named above I agree to pay the charges including/excluding* insurance upon receipt of the invoice.	
Name.....	Signature .....
Position.....	Date .....
APPROVAL IS GIVEN FOR THE ABOVE LETTING	
The charge for the letting will be <b>£tbc</b> to include insurance cover (please advise if you have your own policy) for the event.	
..... Mrs P Bunnell, School Business Manager On behalf of the Governing Body	