



HIRE APPLICATION FORM

Applicant use: Please complete this form electronically and email it back to premiseshire@koinoniafederation.com, please note processing time can take up to 2 weeks as all applications must be agreed by the hire committee in advance.

FULL NAME	
ORGANISATION NAME <i>(If applicable)</i>	
ADDRESS AND POSTCODE <i>(please use the address that you wish to appear on any invoices)</i>	
CONTACT TELEPHONE NUMBER	
CONTACT EMAIL	
CAMPUS REQUIRED <i>(Peninsula, Christ church, Woolwich)</i>	
NATURE OF FUNCTION <i>(sports, training etc.)</i>	
ROOMS/ AREAS REQUIRED FOR HIRE	
DAY(S) <i>(e.g. every Monday)</i>	
HOURS REQUIRED <i>(Please allow for set up and clear up time and please be clear on different hours for different days) Start and finish times e.g. 19:00-21:00pm</i>	
TERM TIME/ALL YEAR ROUND <i>(please state)</i>	
NUMBER OF PEOPLE ATTENDING <i>(please state if staff only, internal, or external students- age ranges)</i>	
HOW ARE PEOPLE TRAVELLING	
DATE RANGE REQUIRED <i>(Start to end, if no end date put N/A)</i>	
ANY SPECIAL REQUIREMENTS	
DATE OF APPLICATION	

I certify that I am over the age of 21 years of age and undertake to abide by the Conditions of Hire and to pay on demand the Hire Charge hereby incurred.

Documents to be provided with this form:

Hirer's liability insurance attached (MANDATORY FOR ALL HIRERS): Yes/No

Hirers Safeguarding Policy attached (if working with children): Yes/No or N/A

Current DBS certificate number & Issue date (if working with children under 18): Yes (please state)/No or N/A

PRINT NAME	
SIGNED <i>(electronically)</i>	
DATE	

For further information on policies and procedures please refer to the Koinonia Federation Hire Policy and Hirer

Privacy Notice, these can be requested from premiseshire@koinoniafederation.com.

School use only: To be completed by the Hire Coordinator once the hire application has been considered by the hire committee.	
HIRE ACCEPTED (Y/N) <i>reason if no</i>	
PRICE PER HOUR	
DEPOSIT AMOUNT	
AGREED START DATE	