

GSAL VENUE HIRE - BOOKING FORM

Please use this booking form to request venue hire at the Grammar School at Leeds. The Grammar School at Leeds (“GSAL”) will confirm in writing if it’s able to agree to your booking. This booking is subject to the current version of the GSAL Venue Hire Terms and Conditions, which have been supplied to you.

All information collected will be held, used and/or stored in accordance with the school’s privacy notice for visitors and general public <https://gsal.org.uk/privacy/>. All personal data is held in accordance with applicable data protection laws. For more information on how GSAL process your personal data please contact our Data Manager, by emailing datamanager@gsal.org.uk

Customer/Club name		
Customer representative		
Customer’s address		
Customer’s email		
Customers’ contact number (& during hire)		
Name of event/activity		
Purpose of the hire		
Number of anticipated attendees		
Anticipated no. of children attendees and age range	Number of children	Age range
Anticipated no. of adult attendees (not including your staff/volunteers)		
Number of your staff/volunteers/coaches		
Hired area (Describe room/area at School to be hired, plus details of access required to facilities such as changing/shower facilities) 3G/ Astro/track /Sports Dome/ Sports Hall/ Pool/ other		
Subject to availability, do you request the use of any specific GSAL equipment during hire period?		
Catering (if applicable specify food/drink required inc details of allergies/dietary requirements, no. of guest, type of service, time required)		
Hire period Start date (dd/mm/yyyy)		
Hire period End date (dd/mm/yyyy)		
Hire period Start time (24-hour clock)		
Hire period End time (24-hour clock)		
Is this a one off/ad hoc or a reoccurring booking?		

If reoccurrence is weekly which day/s of week or other reoccurrence	
Dates to be taken out of hire period for holidays etc? (Or email helen.pogson@gsal.org.uk when returning form). NB closed bank hols/period over Xmas/major events/as required by school	
Please read the provided GSAL Venue Hire Terms and conditions, and confirm that you have read and agree to them	I have read and agree to the GSAL Venue Terms and Conditions
Do you have an annually reviewed safeguarding policy? If not, please state why	
What is the name of your safeguarding lead?	
Do you have a low-level concerns policy? If not please state why. If it's contained within your Safeguarding policy please point out which clause	
If working with children/vulnerable adults, please confirm that you and all your staff/ volunteers, providing or offering a service on your behalf during the hire period, have read, understood and complied with Section 5 of the GSAL Venue Terms and Conditions, which relates to Safeguarding. This includes but is not limited to ensuring that you and all your staff/volunteers have had an enhanced DBS Check, including a 'children's barred list' check and subscribe to the DBS Update Service at the point of renewing their DBS Certificate and maintain their registration at all times during the Hire Period	
Deposit (excluding VAT) (if applicable)	£
Charges (excluding VAT) (include any additional charges for Catering as separate amounts)	£
Additional information	
Date of completion of this form (dd/mm/yyyy)	
Completed by (name)	
Signed	

Thank you for completing this form. As soon as possible please send us up to date copies of your:

- public liability insurance
- risk assessment for the event
- safeguarding policy
- low level concerns policy

Bookings cannot be confirmed unless we have up-to-date copies of these/satisfactory explanations of their non-applicability. GSAL will be in touch in writing once processed to confirm if it agrees to the booking.