



**Request for Hire of Premises**

**To be returned to MPJS before hire commences.**

Name of Organisation		
Community		Business
Name of Person Responsible		
Position in Organisation		
Address		
Postcode		
Email		
Phone Number 1		
Phone Number 2		

For School Office Use:			
Check	Documents Provided	Checked by	Date
DBS checks			
Risk Assessments			
Child Protection Policy			
Liability Insurance			