



APPLICATION TO ENTER INTO A HIRE AGREEMENT FOR THE LETTING OF SCHOOL PREMISES

Name of Applicant:
Address:.....

Telephone Number:

Email Address:

Name of Organisation:

Activity of Organisation:

Details of Premises Requested (Hall, Football Pitch etc):
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Dates Required:

Day of Week Requested:

Start Time:

Finish Time:

(Please allow time for your preparation and clearing up, you may be charged extra for running over time)

Dates Required:

Hiring Fee: Insurance charge:

The Hirer's attention is specifically drawn to the indemnities contained in the hire conditions and the need to obtain suitable insurance cover for any loss, damage or injury.

The Hirer encloses the Third Party Public Liability Certificate, valid for the date/s of hire and for a minimum of £5 million.

The Hirer requests the school to arrange insurance on The Hirer's behalf at a rate of 10% of the hire charge. This will be invoiced with the hire charges.

(Please delete as appropriate)

Use of School Equipment (please specify your request):

Details of any Electrical Equipment to be brought:

Maximum Number of Participants:

Age Range of Participants:

Number of Supervising Adults:





Relevant Qualifications of Supervising Adults:

Have List 99 and/or CRB checks been carried out? When? By Whom? Please list details

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Dates during the year when the Hall will be unavailable due to school use or closure will be issued at the beginning of the school year in September. These dates may be subject to change, but prior notice will always be given if the premises become unavailable due to unforeseen circumstances.

The Hirer confirms that adequate and appropriate insurance cover is in place for the activity to be carried out (*see Terms and Conditions for further details*).

The Hirer confirms that arrangements are in place with reference to First Aid (*see Terms and Conditions for further details*).

The Hirer undertakes to comply with the regulations regarding the use of own electrical equipment (*see Terms and Conditions for further details*).

Any other relevant information

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I/We undertake to ensure suitable arrangements are in place in regard to the safeguarding children and child protection. The Beaconsfield School reserves the right to terminate the contract if I/We fail to have these arrangements in place, as detailed in the attached document: Child Protection Arrangements: A checklist for independent providers where activities include children

Signed:
(If no children are involved in the activity please indicate this by writing "n/a")

I confirm that I am over 18 years of age, and that the information provided on this form is correct. I accept all conditions as set out in the attached Terms and Conditions document.

Signed:

Date:

