

Abbey CE VA Primary School Hire Agreement Form

To be completed by the Hirer

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| Date of event: |
| Details of event: |
| Organisation (if applicable): |
| Hirer/Contact Person: |
| Address: |
| Telephone number: |
| Period of Hire: |
| Time to open: |
| Time to close: |
| Number of attendees/guests: |
| Licenses required for Alcohol, Gaming and Lotteries, Plays, Films, Music Yes / No <i>If Yes Hirer is responsible for gaining the license /any payment of such a license and providing the school office with a copy.</i> Copy seen by School: Yes / No |
| I acknowledge this is a non-smoking site in the buildings and grounds, including the car park Yes / No |

Facilities required:

| Area for Hire | Required (please tick) | Total Cost £ |
|---|------------------------|--------------|
| Main Hall | | |
| Hall with furniture (request requirement) | | |
| Practical Room / /Staff Room | | |
| Class room/s or IT Suite | | |
| Car park | | |

| | | |
|-----------------------------------|--|--|
| No of vehicles (max 17) | | |
| School Plating Field / playground | | |
| Site Manager as key holder | | |
| Site Manager to arrange furniture | | |
| TOTAL CHARGE: | | |

Insurance:

Please tick one:

| | |
|---|--|
| Own insurance – please provide copy of insurance certificate, with a minimum of £5 million Public Liability | |
| School Insurance (Hirer may be able to access cover for event if not required to hold own Public Liability Insurance) | |

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| Total Charge, including deposit if required | £ |
| | |

For one-off lettings payment must be made in full 1 month in advance of the event. Regular Hirers will be invoiced by the School in advance.

I have read and agree to the Terms and Conditions of the Abbey CE VA Primary School Lettings Policy

Signed by Hirer:

Print name:

Date:

As the Hirer I have received and agree to the Terms and Conditions relating to the private hire of the Abbey school and agree to the Hire Charges and the payment terms.

Signed by the Head Teacher on behalf of the School:

Print Name:

Date:

Only when the Head Teacher has signed the Hire Agreement Form is the booking a valid one.

FOR SCHOOL OFFICE USE:

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|--|--|
| Head Teacher approved letting | |
| Details confirmed with Hirer | |
| In School diary | |
| Site Manager required (key holder/ furniture) | |
| Key holder opening up (name) | |
| Key holder locking up (name) | |
| Insurance Policy - copy attached or School agree to cover event under School policy (check with SBM) | |
| Child Protection Policy received (if required) | |
| License/s acquired copy received (if required) | |
| Payment received (one off) | |
| Invoice sent (regular hiring) | |
| Hire Agreement Form signed by Hirer | |

If the Hirer is the key holder please ensure keys are returned to school – sign in and out in Key Log