



Hire of School Premises – Application Form

Name of Organisation (The Hirer):

Contact details of person responsible for organising letting to whom all correspondence should be sent:

Name:

Address:

..... Post Code:

Tel No: Fax No:

Mobile: Email:

Date of Hire: Time: From To
Please allow sufficient time for clearing up and vacating the premises

Reason for Hire:

.....

(please specify nature of proposed function, and whether to be private or public)

Facilities required:

.....

.....

Please note: The Hiring will be confined to the use of the premises as set out above.

Do you require the accommodation to be heated? **YES/NO**

If heating is required, please state times: From: To:

Will there be a public entertainment or public performance of a play? **YES/NO**

Is it proposed to apply for a Justices’ Occasional Licence for the function? **YES/NO**

Is your organisation registered with Social Services? **YES/NO**

Please not: The Children’s Act 1989 requires organisations using school premises for activities including children less than 8 years of age and for periods longer than two hours, to be registered with Social Services.

If your organisation provides activities for children less than 16 years of age, have your Instructors been CRB checked? **YES/NO**

If **YES**, please attach a copy of the CRB check of the instructor(s) in charge of the activity on school premises.

Any special arrangements e.g. seating arrangements? **YES/NO**

If **YES**, please give details

.....

Insurance Details:

Do you have adequate insurance in respect of the liabilities for the loss or damage referred to in Conditions 6 and 7 of the Hire of School Premises **YES/NO**

If **YES**, please provide a copy of your Public Liability Insurance document with this application.

If **NO**, the Hirer's Insurance provided by Kent County Council will be arranged. The premium will be charged at 3.15% of the hiring fee.

Conditions of Hire and Indemnity

If the Hiring is agreed, the Hirer undertakes and agrees:

a. To pay the hiring fees and insurance premium

(charges will be notified if and when the hiring is approved and payment is due within 7 days of notification of approval)

b. To comply with the Conditions of Hire including the indemnities set out in Conditions 6 and 7 and the insurance requirements in Condition 8.

Signature: (I certify that I am over 18 years of age)
For and on behalf of the Organisation

Date:

Please tick the relevant box if you have attached a copy to this Application Form:

- Copy of your own insurance policy/broker's letter confirming comparable cover
- Copy of the CRB check of the instructor(s) in charge of the activity on School Premises

For and on behalf of:
The Governing Body of King Ethelbert School

Signed:

Date: