



APPENDIX B – LETTING AGREEMENT

1 Hirer's Details:		
Full Name:		
Address:		
Telephone (Daytime)		
Telephone (Evening)		
Email Address:		
If Acting on Behalf of a Business, Club, Organisation etc. please state its full name and address plus your position there:		
Organisation Name:		
Job Title:		
Address:		
2 Facilities to be Hired		
Centre Name and Address you wish to hire		
Facilities Available	Day and Date of Event	Times of Hire
Hall		
Servery		
Classroom		
Conference Room		
Food Tech Room		
Sensory Room (Primary Centre – Feltham)		
Do you wish to make Multiple/Regular Bookings?		
Details of any Electrical Equipment to be brought on site	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Additional Dates		
3. Further Details		
<p><i>On the next page you must accurately disclose the purpose for which the site and/or space is required at the time of booking. Any misrepresentation will entitle the school to cancel the event and retain the deposit/hire fee</i></p>		

Event Title		Expected Numbers	
Is the event activity exclusively for 0-19 year olds?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Is Alcohol to be brought on to and consumed on the premises?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If Yes, has a license been obtained?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
4. Insurance			
All hirers should have public liability insurance with minimum cover of £5,000,000. Please enclose a copy of the insurance certificate when returning this form			
Name of Insurer		Policy Number	
Expiry Date		Limit of Indemnity	
5. Certificates/Qualifications and DBS Checks			
If you are planning to deliver coaching activities, does the coach or leader possess appropriate qualifications?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, please give details			
If this coaching involves young people (under the age of 18), does the Coach hold a relevant DBS?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, please give the DBS Number and Date from the Certificate			
6 Declaration			
<ol style="list-style-type: none"> 1. I undertake to pay the appropriate hiring charges at the times specified 2. I have read and agreed to be bound by the terms and Conditions of use 3. I agree to indemnify the school against any claims for loss or damage or personal injury or any associated costs, arising from this agreement., 4. The school reserves the right at any time, including during the event, to refuse or cancel the hire of the site which they consider to be objectionable or in any way detrimental to the reputation of the school. 			
Signature: _____		Date: _____	

7 Return

Once fully completed, this application form, a copy of your public liability insurance certificate, and Risk Assessments (optional) should be returned to Ms J Bardall, SBM, Woodbridge Park Education Service, 24 Wood Lane, Isleworth, TW7 5ED.

6 For Office Use Only

Approval of hiring by Business Manager/Finance Officer

Signed		Date	
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Payment

For regular hires, you can elect to pay via invoice

A holding deposit (£150) to be paid at the time of booking by cheque or BACS payment to Woodbridge Park Education Service.

Dates during the year when facilities 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 be given wherever possible.

The Applicant confirms that adequate and appropriate insurance cover is in place for the activity to be carried out *(see Terms and Conditions 2.3 for further details)*.

The Applicant confirms that arrangements are in place with reference to First Aid *(see Terms and Conditions 2.7.2.for further details)*.

The Applicant undertakes to comply with the regulations regarding the use of own electrical equipment *(see Terms and Conditions 2.6.j&k for further details)*.

The Applicant undertakes to comply with the Terms and Conditions of Hire of the School Premises

Any other relevant information including details of insurance cover
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I confirm that I am over 21 years of age, and that the information provided on this form is correct.

Signed:

Date:

(Please complete and return to the school at least 21 days before the event)