

PLASHET SCHOOL



Working together to promote & celebrate achievement

Lettings Policy

Revised and applicable from 7th July 2022

Signed:

Handwritten signature of Irene Papadopoulos

Chair of Governors

Introduction

The Governing Body regards the school buildings and grounds as a community asset and will make every reasonable effort to enable them to be used. However, the overriding aim of the Governing Body is to support the school in providing the best possible education for its students; any lettings of the premises to outside organisations will therefore be considered with this in mind.

Plashtet School's delegated budget (which is provided for the education of its students) will not be used to subsidise any lettings by community or commercial organisations. A charge will be levied to meet the additional costs incurred by the school in respect of any lettings of the premises. As a minimum, the actual cost to the school of any use of the premises by an external organisation must be reimbursed to the school's budget.

Definition of a Letting

A letting may be defined as "any use of the school's premises (buildings and grounds) by either a community group (such as a local music group or cricket team), or a commercial organisation (such as the local branch of 'Weight Watchers')". A letting must not interfere with the primary activity of the school, which is to provide a high standard of education for all its students.

Use of the premises for activities such as staff meetings, parents' meetings, Governing Body meetings and extra-curricular activities of students supervised by school staff, fall within the corporate life of the school. Costs arising from these uses are therefore a legitimate charge against the school's delegated budget.

Letting Agreement

All applications for the hire of accommodation must be made on the appropriate application form (below) and be submitted to the School Business Manager not less than 15 working days before and no more than twelve calendar months in advance of the date of the function.

Once a letting has been approved, a letter will be sent to the hirer, confirming the details of the letting, along with a copy of the terms and conditions and the letting agreement.

The letting agreement needs to be signed and returned to the school before the letting can take place. It should be signed by a named individual and the agreement should be in their name, giving their permanent private address.

The named individual applying to hire the premises will be invoiced for the cost of the letting. All letting fees will be paid into the school's bank account to offset the costs of services, staffing, etc.

Applications from persons under the age of 18 will not be accepted.

Activities around school must be limited to the areas agreed in the letting.

The nature of the activities must be limited to those identified in the letting agreement.

It is the responsibility of the letting organisation to ensure that all attendees and their vehicles are off site once the letting has finished.

Facilities should be left clean and tidy with any excessive waste being removed from site or disposed of in the external waste bins.

As a condition of hire, the hirer must have £10,000,000 (ten million pounds) public liability insurance cover, with a reputable insurance provider and in the name of the hirer, which is in force during the period(s) of hire. A copy of the public liability insurance certificate must be attached to the signed copy of the letting agreement, which is returned to the School Business manager.

Termination of Letting Agreement

The Headteacher or the Chair of the Governing Board has the immediate power to terminate any letting agreement relating to the hire of the school premises, in accordance with the terms and conditions of the model agreement attached.

The Hirer may cancel an application upon written notification to the School Business Manager, which must be received by not later than 28 days before the date of the activity. The hirer in such circumstances will be fully reimbursed any charges paid. If the cancellation is received within 15 days before the date of the activity, the Hirer will in such circumstances be liable to a payment of 50% of the charges applicable for the activity.

In the event that no notification is received within the time specified, the full charges will remain due to the school.

The Hirer will be given the right without prejudice to cancel at any time an application upon notification of an increase in charges and to full reimbursement of charges by the school.

Safeguarding

The Hirer shall ensure that where a hiring involves activities aimed predominantly at children, and/or the activity is positively supported by the school for the attendance of children, they have appropriate safeguarding policies and procedures in place and that they, themselves and those persons likely to have contact with children, have been subject to Enhanced Disclosure and Barring Service checks. The governors will require the Hirer to produce evidence that enhanced DBS checks have been carried out on all persons. All long-term lettings will be reviewed annually and any additional requirement considered necessary in connection with the hiring will be imposed. If for any reason the governors are not satisfied, they reserve the right to cancel any hiring and there shall be no liability to the Hirer other than to refund any hiring fee or deposit paid. The latest guidance can be found at:

<http://publications.education.gov.uk>

Anyone (Visitor, staff, parent) without appropriate DBS certification should be supervised at all times by a staff member who does have appropriate DBS certification.

Students should be supervised at all times when on site.

The safeguarding of all longstanding lettings will be reviewed annually.

Health & Safety

No smoking is allowed on site. The school has a responsibility to work within the framework of the law; however, hirers must take all reasonable steps to prevent injury, loss or damage to any person or property for the duration of the letting. Hirers are responsible for arranging any first aid provision for the members of their organisation. The school reserves the right to cancel any letting where the hirer fails to comply with health and safety issues (see Conditions of Hire information).

Any electrical devices brought for use on site should show current PAT certification (tested within the last 12 months).

The Hirer must appoint a responsible adult to be the Person in Charge and must arrange for an adequate number of responsible stewards to be present throughout the period of hire to assist in the preservation of order. At no time during the hiring may the number of persons present exceed the maximum stated in the Letting application form. Failure to comply with this condition may result in the let being terminated.

Access to the school site must be controlled at all times; gates should be closed and locked when not manned.

Any doorway used as an entrance or exit by the letting organisation should be manned at all times unless locked.

Activities around school must be limited to the areas agreed in the letting.

The nature of the activities must be limited to those identified in the letting agreement.

The School Business Manager, in consultation with the Site Manager/ Duty Site Staff, will monitor the number of people on site with regard to safety in the event of a fire and insurance.

Furniture should not be moved into the corridors and should not block any fire exits. Any furniture, which is rearranged, must be returned to its original position at the end of the hire.

In the event of the fire alarms sounding, all persons must evacuate the building immediately and assemble at the designated Assembly points on either the North Site (Front Play Area) or South Site (Playing Field).

The Person in Charge will take charge in the event of any emergency. The Person in Charge must keep an accurate register of who is on site to ensure all persons are accounted for in the event of a fire. If any person is missing, the Person in Charge is responsible for advising the Duty Site Staff immediately.

The Hirer must ensure that stewards have an adequate knowledge of the building to guide others along the best route out of the building in case of an emergency.

Please note the following:

- If you detect a fire, do not put yourself at risk but activate the alarm by breaking the glass. A continuous bell will sound.
- Do not use the lifts.
- Do not re-enter the building until the all clear is given.

Duty Site Staff responsibilities

The Duty Site Staff is responsible for establishing the location of the fire/emergency and directing the Emergency Services and all staff on site. The Duty Site Staff should advise the Premises Manager/School Business Manager of the incident, at the earliest appropriate time.

Statutory Requirements

The hirer must not do, or permit any act, matter or thing which would, or might, constitute an illegal or immoral activity affecting the school premises or which would, or might, vitiate in whole or in part any insurance affected in respect of the premises from time to time. The Governing Body reserves the right to decline lettings due to not being in keeping with the ethos of the school.

Licences and Permissions

The hirer shall be responsible for obtaining any public licence necessary in connection with the booking and should confirm with the school the licences they hold.

Permission or licence must be obtained from the copyright owner, the owner of the sound recordings (if appropriate) and the publisher for any public performance of music, musicals, operas, or stage plays. The borrowing of music scores or plays from a local library does not constitute permission to perform.

Regulated entertainment, public music, singing and dancing can only take place on premises, which have a Premises Licence authorising entertainment, or by applying for a Temporary Event Notice.

Hirers are reminded that it is illegal to photocopy music or plays without the express permission in writing of the copyright holder except in certain circumstances. Any infringement of this is liable to prosecution.

The hirer shall indemnify the governors against all sums of money, which the governors may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.

Complaints Procedure

In the event of a hirer being dissatisfied with the facilities or service, the hirer must complain in writing within 14 days of the letting and the school will investigate. The Schools Business Manager will write to the hirer within 14 days of receiving the complaint with the outcome of their investigation.

Responsibilities

Overall responsibility for school lettings is held by the Governing Body who monitor the policy through the Finance Committee. The Head Teacher has responsibility to ensure adherence of the policy and practical responsibility for the policy is initially delegated to the School Business Manager.

School Business Manager

- To manage the day-to-day lettings of the premises and ensure effective communication between all parties concerned.
- To maintain accurate records for inquiries and bookings.
- To confirm bookings by letter and issue contracts.
- To maintain a booking log.
- To maintain contact with hirers.
- To inspect insurance documentation.
- To ensure that for activities involving children, the hirers have the appropriate safeguarding procedures in place.
- To consult with the Site Manager.
- To raise invoices and keep track of payment.
- To investigate any complaints made by the hirer.
- To invoice the hirer for any damage to school property.
- To initiate legal proceedings in the case of bad debtors after consultation with the Head Teacher.
- To bring to the attention of the Head Teacher issues that result in declining a letting.

Premises Manager Responsibilities

- To keep a diary of all lets.
- To book Duty Site Staff for lets.
- To organise cleaners when necessary.
- To follow up on any reports of damage and report such damage to the School Business Manager.

Duty Site Staff Responsibilities

- To ensure facilities are as required by hirers
- To monitor all hirers to ensure all aspects of the contract are being adhered to
- To ensure that facilities are left ready for school use.
- To provide a professional service to users of the school's premises and ensure good customer care.
- To keep Site Manager informed as necessary.

The Hirer's Responsibilities

The hirer must inform the school of any fault, damage or other problems with the premises or equipment encountered during the letting.

No part of the premises is to be used otherwise than for the purpose of the letting requested.

No part of the premises requested is to be used for any unlawful purpose or in any unlawful way.

Own Risk

It is the hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk.

First Aid Facilities

It is the responsibility of the hirer to make their own first aid arrangements, such as the provision of a first aid kit, and the provision of first aid training for supervising personnel, particularly in the case of sports lettings. There is no legal requirement for the school to provide first aid facilities and use of the school's resources is not available.

Furniture and Fittings

Furniture and fittings shall not be removed or interfered with in any way. Nor shall they be rearranged except by prior agreement and will be subject to reinstatement at the end of each session of use. No fittings or decorating of any kind necessitating drilling, or the fixing of nails or screws into fixtures which are part of the school fabric, is permitted. In the event of any damage to premises or property arising from the letting, the hirer shall pay the cost of any repair required.

Hall floors are used by children for physical education and no substance is to be applied to floors to prepare them for dancing or any other activity. No footwear liable to damage floors may be worn in school buildings. If activities involve outdoor use, participants should ensure footwear is cleaned before re-entering the building.

Food and Drink

No food and drink may be prepared or consumed on the property without the direct permission of the Head Teacher in line with current food hygiene regulations.

Kitchen/Food preparation, Facilities and Equipment

Third parties shall only be permitted to share use of kitchens and/or equipment where a member of the school's staff is available to supervise such use and subject to reimbursement of the resultant staff costs.

Intoxicating Liquor

No intoxicating liquors are permitted to be bought, sold or consumed on any part of the premises without the permission in writing of the Head Teacher/Governing Body, whose written consent must also be obtained prior to seeking any Temporary Event notice for the sale of alcoholic liquor from the local Licensing Authority. All evidence of intoxicating liquor must be removed from the premises at the end of the letting.

Smoking/Vaping

The whole of the school premises, which includes the grounds, is a non-smoking area and smoking/vaping is not permitted.

Betting, Gaming and Lotteries

Nothing shall be done on, or in relation to, the premises in contravention of the law relating to betting, gaming and lotteries, and the persons or organisations responsible for functions held in the premises shall ensure that the requirements of the relevant legislation are strictly observed.

Nuisance/Disturbance

Hirers and organisers of events in the school premises are responsible for ensuring that the noise level of their function does not interfere with the other activities within the building nor to cause inconvenience for the occupiers of nearby/neighbouring houses or property.

Disposal of Waste

The hirer must comply with the school's arrangements for disposal of any rubbish or waste materials.

Animals

Except in the case of trained guide dogs for the blind and hearing dogs for the deaf, animals shall not be permitted on the school premises.

Rules

The hirer shall comply with any rules and regulations, which the Governing Body shall make from time to time.

Subletting

The hirer shall not sublet the premises, underlet or share possession with any other parties.

Storage Ancillary to the Letting

The permission of the Governing Body/Head Teacher must be obtained before goods or equipment are left or stored on the premises, except that the Headteacher is authorised to grant permission for the overnight storage of goods and equipment brought to the school for a particular event.

Loss of Property

The Governing Body cannot accept responsibility for damage to, or the loss or theft of, hirer's property and effects. It is the responsibility of the hirer to make his/her own insurance arrangements if required.

Car Parking

Cars shall not be parked so as to cause an obstruction at the entrance to, or exits from, the school. In particular, the Hirer must ensure that access to the school by emergency vehicles is not obstructed or delayed. Where parking accommodation is available, this must be used, and users of the school should avoid undue noise on arrival and departure.

Toilet Facilities

Access to the designated school's toilet facilities is included as part of the letting arrangements.

Right of Access

The Governing Body reserves the right of access to the premises during the letting for emergency or monitoring purposes (The Head Teacher/members of the Governing Body from the Finance Committee/or delegated nominees of the Head Teacher/Finance Committee may monitor activities from time to time).

Vacation of Premises

The hirer shall ensure that the premises are vacated promptly at the end of the letting session. The hirer is responsible for supervising any children taking part in an activity until they are collected by a responsible adult. In the event of the letting over-running, the Governing Body reserves the right to invoice for additional time.

Plashet School

Terms and Conditions of Premises Letting

These terms and conditions must be complied with.

The 'hirer' shall be the named individual on the letting agreement and this person will be personally responsible for payment of all fees or other sums due in respect of the letting.

1. Status of the Hirer

Lettings will not be made to persons under the age of 18, or to any organisation or group with an unlawful or extremist background.

The letting agreement is personal to the hirer only, and nothing in it is intended to have the effect of giving exclusive possession of any part of the school to them or of creating any tenancy between the school and the hirer.

2. Disclosure and Barring Service Checks

It may be necessary for the hirer to undergo a disclosure and barring services check via the Disclosure and Barring Service (DBS). If a particular letting involves contact with children and young people, it is the responsibility of the hirer, as advised by the Head Teacher, to ensure that they have complied with the DBS Code of Practice.

When there is a requirement for DBS checks to be undertaken, the hirer must keep appropriate records in line with the DBS Code of Practice and report to the school any safeguarding concerns, which may arise. The hirer will be required to provide evidence that DBS checks have been carried out on request.

3. Indemnity and Insurance

Lettings are made on the agreement that the Governing Body are indemnified by the hirer against any loss, damage, costs and expenses during the use of the school premises by the hirer except where such loss, damage costs and expenses are directly attributable to the negligence of the employees of the Governing Body.

The hirer shall insure, with a reputable insurance office approved by the Governing Body, against such funds as the hirer may become liable to pay as compensation, arising out of bodily injury or illness (fatal or otherwise) to any person and/or costs, fees, expenses, loss or damage caused to property or the premises by any act or neglect of himself, his servants, agents, or any person resorting to the premises by reason of the use of the premises by the hirer.

Unless specifically agreed by the Governing Body, the insurance cover shall provide a limit indemnity of not less than £10,000,000 (ten million pounds) in respect of any one incident and to include liability for the premises including liability for fire and explosion risks arising from the let of the premises.

The hirer shall produce the policy of insurance and receipts for the current premium or premiums upon request by the School within seven days of a request.

Neither the school nor the Local Authority shall be responsible for any injury to persons or damage to property arising out of the letting of the premises.

4. Statutory Requirements

The hirer must not do or permit any act, matter or thing which would, or might, constitute an illegal or immoral activity affecting the school premises or which would, or might, vitiate in whole or in part any insurance affected in respect of the premises from time to time.

5. Licences and Permissions

The hirer shall be responsible for obtaining any public licence necessary in connection with the booking and should confirm with the school the licences they hold.

Permission or licence must be obtained from the copyright owner, the owner of the sound recordings (if appropriate) and the publisher for any public performance of music, musicals, operas, or stage plays. The borrowing of music scores or plays from a local library does not constitute permission to perform.

Regulated entertainment, public music, singing and dancing can only take place on premises, which have a Premise's Licence authorising entertainment, or by applying for a Temporary Event Notice.

Hirers are reminded that it is illegal to photocopy music or plays without the express permission in writing of the copyright holder except in certain circumstances. Any infringement of this is liable to prosecution.

The hirer shall indemnify the governors against all sums of money, which the governors may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.

6. Public Safety

All conditions attached to the granting of the licence, stage play or other licences and the school's health and safety policy shall be strictly observed. Nothing shall be done which will endanger the users of the building, or invalidate the policies of insurance relating to it and its contents. In particular:

- a) Obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be available for free public access and exit at all times
- b) Fire – fighting apparatus shall be kept in its proper place and only used for its intended purpose
- c) The site supervisor on duty should be called to any outbreak of fire, however slight.
- d) The hirer is responsible for familiarising his/herself with the procedure for evacuation of the premises, the escape routes, assembly points, and shall be familiar with the fire-fighting equipment available
- e) Performances involving danger to the public shall not be permitted
- f) Highly flammable substances shall not be brought into, or used, in any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton, hay, etc.) shall be undertaken or erected without the consent of the School.
- g) No unauthorised heating appliances shall be used on the premises

- h) Only electrical equipment, which has been PAT, tested annually and certification provided in evidence may be brought into the building. The intention to use any electrical equipment must be notified on the hire application form. The Governing Body disclaim all responsibility for all claims and costs arising out of or in any way relating to such equipment.
- i) Adequate supervision must be provided to maintain order and good conduct, and, where applicable, the hirer must adhere to the correct adult/pupil ratios at all times when these are specified for particular activities, e.g. by national governing bodies of sports, scouts etc.

The Hirer's Responsibilities

The hirer must inform the site supervisor on duty of any fault, damage or other problems with the premises or equipment encountered during the letting.

No part of the premises is to be used otherwise than for the purpose of the premises requested.

No part of the premises requested is to be used for any unlawful purpose or in any unlawful way.

6.1.1 Own Risk

It is the hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk.

6.1.2 First Aid Facilities

It is the responsibility of the hirer to make their own first aid arrangements, such as the provision of a first aid kit, and the provision of first aid training for supervising personnel, particularly in the case of sports lettings. There is no legal requirement for the school to provide first aid facilities and use of the school's resources is not available.

6.1.3 Furniture and Fittings

Furniture and fittings shall not be removed or interfered with in any way. Nor shall they be rearranged except by prior agreement and will be subject to reinstatement at the end of each session of use. No fittings or decorating of any kind necessitating drilling, or the fixing of nails or screws into fixtures which are part of the school fabric, is permitted. In the event of any damage to premises or property arising from the letting, the hirer shall pay the cost of any repair required.

Hall floors are used by students for physical education and no substance is to be applied to floors to prepare them for dancing or any other activity. No footwear liable to damage floors may be worn in school buildings. If activities involve outdoor use, participants should ensure footwear is cleaned before re-entering the building.

6.1.4 Food and Drink

No food and drink may be prepared or consumed on the property without the direct permission of the School in line with current food hygiene regulations.

6.1.5 Kitchen/Food Preparation, Facilities and Equipment

Third parties shall only be permitted to share use of kitchens and/or equipment where a member of the school's staff is available to supervise such use and subject to reimbursement of the resultant staff costs.

6.1.6 Intoxicating Liquor

No intoxicating liquors are permitted to be bought, sold or consumed on any part of the premises without the permission in writing of the School, whose written consent must also be obtained prior to seeking any Temporary Event notice for the sale of alcoholic liquor from the local Licensing Authority. All evidence of intoxicating liquor must be removed from the premises at the end of the letting.

6.1.7 Smoking/Vaping

The whole of the school premises, which includes the grounds, is a non-smoking area, and smoking/Vaping is not permitted.

6.1.8 Betting, Gaming and Lotteries

Nothing shall be done on, or in relation to, the premises in contravention of the law relating to betting, gaming and lotteries, and the persons or organisations responsible for functions held in the premises shall ensure that the requirements of the relevant legislation are strictly observed.

6.1.9 Nuisance/Disturbance

Hirers and organisers of events in the school premises are responsible for ensuring that the noise level of their function does not interfere with the other activities within the building nor to cause inconvenience for the occupiers of nearby houses or property.

6.1.10 Disposal of Waste

The hirer must comply with the school's arrangements for disposal of any rubbish or waste materials.

6.1.11 Animals

Except in the case of trained guide dogs for the blind and hearing dogs for the deaf, animals shall not be permitted on the school premises.

6.1.12 Rules

The hirer shall comply with any rules and regulations which the Governing Body shall make from time to time.

6.1.13 Charges and Cancellations

The hirer acknowledges that the charges are as set out in the letting agreement, including any review arrangements specified. The letting may be cancelled, provided that in each

circumstance at least 28 days' notice either way is given. It is the hirer's responsibility to notify people appropriately of any changes in dates or venues at least a week in advance.

The School will not accept any responsibility for any loss, or other expenses however incurred by the hirer, in the event of a cancellation by the Governing Body of the letting as a result of circumstances beyond its control (including, without prejudice to the generality of the same, industrial action by its employees, or others, oil shortage, failure of electricity/gas supply). The decision of the School as to whether a letting should be cancelled shall be binding on the hirer.

Where payment for the hiring of the school facilities is not reached by the prescribed deadlines, and/or without prior agreement by the School Business Manager reserves the right to terminate the letting with notice of one week. The Governing Body will not accept any responsibility for any loss, or other expenses, however incurred by the hirer, in the event of the cancellation of the letting as a result of the circumstances described above. The decision of the School as to whether a letting should be cancelled shall be binding on the hirer.

It is the hirer's responsibility to notify its club members appropriately of the withdrawal of the school facilities in the event of the letting being cancelled for the reason outlined above.

A cash deposit of £200 will be given to the School Finance Office at least 3 weeks before the hire. This will be returned after the hiring, less any deductions for hiring overrun or damage.

6.1.14 Subletting

The hirer shall not sublet the premises, underlet or share possession with any other parties.

6.1.15 Storage Ancillary to the Letting

The permission of the School must be obtained before goods or equipment are left or stored on the premises, except that the School is authorised to grant permission for the overnight storage of goods and equipment brought to the school for a particular event.

6.1.16 Loss of Property

The School cannot accept responsibility for damage to, or the loss or theft of, hirer's property and effects. It is the responsibility of the hirer to make his/her own insurance arrangements if required.

6.1.17 Car Parking

Cars shall not be parked so as to cause an obstruction at the entrance to, or exits from, the school. In particular, the Hirer must ensure that access to the school by emergency vehicles is not obstructed or delayed. Where parking accommodation is available, this must be used, and users of the school should avoid undue noise on arrival and departure.

6.1.18 Toilet Facilities

Access to the designated school's toilet facilities is included as part of the letting arrangements.

6.1.19 Right of Access

The Governing Body reserves the right of access to the premises during the letting for emergency or monitoring purposes, (The Headteacher or members of the Leadership Team may monitor activities from time to time).

6.1.20 Vacation of Premises

The hirer shall ensure that the premises are vacated promptly at the end of the letting session. The hirer is responsible for supervising any children taking part in an activity until they are collected by a responsible adult.

Letting Application

In accordance with the school's Lettings Policy, the hirer is required to complete the form below and provide documents as stipulated. The school will then notify the hirer of application approval, request further details, or reject the application.



Plashtet School Letting Agreement	
The Governing Body of Plashtet School, Plashtet Grove, East Ham, London E6 1 DG	
Name of Hiring Organisation	
Address	
Telephone Number	
Email address	
Organisation legal status (Charity, Limited Company, Partnership etc.)	
Activity of Organisation (If the organisation is a school or youth organisation, additional documentation will be required)	
Details of facilities to be hired	
Day & Date/frequency of Letting (* Long term lettings will require an annual reapplication and refresh of required documents)	
Start Time (including set-up time)	
Finish Time (including clearing up time)	
School Equipment to be used	
First Aid Provision	
Electrical Equipment to be brought on site	
Documentation Required	Public Liability Insurance (not less than £10,000,000)
	Safeguarding Policy (for schools and youth groups)
	DBS details for staff (for schools and youth groups)
	Health & Safety Policy
	Ofsted Childcare Registration (Yes/No)

Insurance Indemnity: I hereby indemnify the school against any claims made against it arising from the use of hired premises. In addition, I accept responsibility for any claims the school may have for any damage to its property arising from its use during my hire.		
Name/Position		
Signature		
Maximum Number of Participants		
Ratio of Staff to Students (if a school or youth group)		
Age Range of Participants		
Designated Person in Charge		
Lettings Fee		
The Governing Body of Plashet School agree to hire the premises to the Hirer on the date(s) and for the period(s) specified		
The Hirer accepts all the conditions of hire as set out in the attached Terms and Conditions Document		
Signature (The Hirer):		Date:
Signature (On behalf of the Governing Body):		Date:

Office Use Only:

Insurance cover and expiry date		
Safeguarding Policy Review Date/Reviewer		
DBS Details provided / Date		
Health & Safety Policy Review Date/Reviewer		
First Aid Provision Review Date/Reviewer		
Ofsted Childcare Registration, Required/Number	Yes/No	
Application reviewed by / Date		

Appendix - Lettings Pricing

		Booking	Community	Commercial
	Cost/Hr	Fee	Rate/Hr	Rate/Hr
Saturday / Evening	£40.00	£40.00	£40.00	£70.00
Sunday	£50.00	£40.00	£50.00	£80.00