**CARRINGTON JUNIOR SCHOOL**

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

Name of Applicant: ………………………….…………………………………………………………….

Address: …………………………………………………………………………………………

Telephone Number …………………………… Email Address………….…………………………………..

Name / Activity of Organisation: ………………………..……………………………………………………….

Details of Premises / Facilities Required (Hall, Playground, Football Pitch etc): ………………………………..

Date(s) Required: …………………………………………………………………………………..……………...

Start Time:…………………… Finish Time:…….……………. *(allow time for your preparation and clearing up)*

Use of School Equipment (please specify): ………………………………………………………………..

Maximum Number of Participants: ………………………………..………………………………

***For activities involving participants under the age of 18***

Age Range of Participants: ……………………………..

Number of Supervising Adults: …………………..…………

Relevant Qualifications of Supervising Adults: ………………………….…………………………………..

Have DBS checks been carried out? Please state when and by whom. Please list details

Continue overleaf if necessary.

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

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

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

Any other relevant information

………………………………………………………………………………………………………………..……………

……………………………………………………………………………………………………………………………..

**I confirm that I am over 18 years of age, and that the information provided on this form is correct**

Signed: .......................................

Date: ...........................................

**CARRINGTON JUNIOR SCHOOL**

4 Chapel Road, Flackwell Heath, High Wycombe, Bucks. HP10 9AA

[office@carrington.bucks.sch.uk](mailto:office@carrington.bucks.sch.uk) tel: 01628 521457

# HIRE AGREEMENT

1. The School: The Governing Body of Carrington Junior School
2. The Hirer: ………………………………….……………………..

Address: ………………………………….……………………..

Telephone: ………………………..………….……………………

1. Areas of the School to be Used: ..…………………………………….…………………
2. Specific Nature of Use: ………………..………………….……………………
3. Maximum Attendance: …………………………………….…………………..
4. Details of any School Equipment to be Used:

…………………………………………………………………..……………….……………………

1. Date(s) of Hire: ………………………….………….………………….
2. Number of sessions: ……………………………………..………………….
3. Period(s) of Hire: ………………………….………….………………….
4. Fee *(specify per hour or per session):* £ ………............

Confirm if additional costs for caretaking/ cleaning are to be met £ .......................

Total hire charge £ ………..…..….

1. Caretaker/ Security arrangements ………………………………………………..………..
2. The Governing Body agree to hire the premises to the Hirer on the date(s) and for the period(s) mentioned above, upon payment of the Fee
3. The Hirer accepts all the conditions of hire as set out in the attached Terms and Conditions document
4. The Hirer's attention is specifically drawn to ***Emergency Procedures in School***, to the indemnities contained in the hire conditions and the need to obtain suitable insurance cover for any loss, damage or injury.

***Signatures of hirer and on behalf of the Governing Body***

Signature of Hirer ………………………………………………………………..…

Date: ………………………………………………….…………….…

Signature of Headteacher ……………………………………….…………………….……

Date : ……………………………………………………….…….……