



St Ann's J & I School
Letting of School Premises Agreement

Name and address of applicant:

Name of Organisation-----

Telephone number-----

Email address-----

Purpose for which the premises are required-----

Dates(s) required: From ----- To ----- Day of week -----

Time required: Start ----- Finish -----

Premises required outside term time Yes ☐ No ☐

Space required:

Main Hall including Showers and Changing Rooms ☐

Main Hall as above, plus the provision of the site manager/technician ☐

Classroom space ☐

Foyer space including coffee bar ☐

To be completed by all Hirers

I declare that I have studied the conditions accompanying this form and guarantee that they will be observed. I undertake to pay on demand (a) the charges and (b) the cost of making good any damage which may have been done to the school buildings or furniture or other property of the school during or in consequence of the proposed occupation.

Signed ----- **Date** -----

Conditions of Hiring the School Premises

Bookings	Bookings can only be accepted when the caretaking staff of the school is available.
Application form	The Hirer's signature on the application form confirms his/her agreement of the conditions of the booking.
Responsible person	A named responsible person will be on the premises at all times and available during the period of the letting.
Public liability insurance	The Hirer must arrange suitable Public Liability insurance cover with indemnity and the Hirer must deposit a copy of that insurance with the school.
Protection of the premises	The Hirer is responsible for any damage to the premises and for the good behaviour of all users.
Smoking	The school's no smoking policy must be adhered to at all times.
Food and drink	Written permission must be given before any food or drink is consumed in areas other than the designated social areas.
Cleanliness	All exterior and indoor areas will be left clean and tidy as found.
Booking period	The times of the booking period must be adhered to with all users leaving the premises in an orderly fashion.
Car parking	All car parking areas will be used in a proper controlled manner.
Emergency access	All access points will be kept clear for emergency vehicles.
Furniture	No furniture or apparatus is to be used without prior permission.
Health and Safety	<p>The Hirer will comply with all Health and Safety requirements as shown by the school. The Hirer will familiarise the event stewards of all fire and health and safety arrangements.</p> <p>The school is responsible for all means of access and egress used by the Hirer.</p>
Fire Safety	Users should acquaint themselves with the Fire and Safety regulations and procedures relating to the area of the premises in use. These will be clearly displayed in each of the designated areas. It is the responsibility of the Hirer to provide first aid equipment and trained personnel. The Hirer must also carry out their own fire drills and organise their own fire procedure. Fire exits must not be blocked or locked, nor should furniture, equipment, or other obstructions be placed in corridors during the hiring.
Equipment	The Hirer will ensure that all equipment brought on to the premises complies with safety regulations by producing the necessary documentation.
Portable Electrical Equipment	It is essential that any portable electrical equipment brought onto the premises is safe for use and is tested periodically by an approved registered electrical contractor. Confirmation is required before a letting is approved that any equipment to be used is tested and safe. Contractors should be members of National Inspection Council for Electrical Installation Contracting or the Electrical Contractors Association.
Hazards	The Hirer will inform the Business Manager of any identified hazards and the Business Manager will take the appropriate action.
Complaints	All complaints made by the Hirer will be dealt with by the Business Manager. Likewise, the Business Manager will deal with all concerns raised by the school.
Animals	Animals, other than Guide Dogs, are not permitted anywhere on the

	school premises. This is on the grounds of safety and hygiene.
Damage	The Hirer is responsible for any damage to school equipment, fixtures and fittings.
Cancellations	<p>The booking will be cancelled by the school without prior notice:</p> <ul style="list-style-type: none"> • In the case of unforeseen circumstances; • If it is suspected that the conditions of hire have been broken by the Hirer; • If it is felt the conditions of Hirer are likely to be broken. <p>If the Hirer cancels less than 3 days before the event, then the full fee will be payable.</p>

<p>To be completed by the Business Manager</p> <p>I agree to this application being granted.</p> <p>Signed ----- Date -----</p>	<p>CRB and other checks completed.</p> <div style="border: 1px solid black; width: 40px; height: 30px; margin: 10px auto;"></div>
--	---