



# **HIRINGS POLICY**

## **Northgate Primary School**

Approved on: 27<sup>th</sup> November 2017  
Review Due: November 2018

## **INTRODUCTION**

This is the hirings Policy and the table of charges for Northgate Primary School Trust effective from September 2017. It is to be reviewed annually by the Governors' Resources Committee.

The Governing Body of Northgate Primary School Trust (hereafter referred to as the Governing Body) believe that education is the prime purpose of the school. However, we are keen to see that the school and its facilities are of benefit to the whole community. As such, it is the desire of the Governing Body that these facilities are made available to local groups, provided that this does not conflict with the work of the school, the interests of its pupils or the wellbeing and workload of its staff, and does not create a statutory nuisance.

The Governing Body recognises and supports the following principles:

- The school premises represent a significant capital investment and should be fully utilised;
- The school premises are a valuable community resource;
- Use of the school premises for educational purposes should be given priority when hirings are considered.

Making a profit from private or commercial hirings is desirable, but is not the primary objective when hiring for educational or charitable activities. The school however does have to cover its costs and any bookings from these particular bodies will be looked at on each individual application. This document details the hirings policy and procedures of the school, available facilities and the roles of both the Governing Body and users of school facilities (hereafter referred to as the Hirer'). It also sets out the current scale of charges.

The use of the school premises at all times outside the school day is under the control of the Academy Headteacher and Governing Body (Education Act 1986 - Section 42, No. 2)

In deciding whether or not to let the premises, the school will consider the likelihood of damage or nuisance that may be caused, or arise at any time, as a result of the letting. The final decision on compliance lies with the Governing Body.

## **TERMS AND CONDITION OF HIRE**

### **Acceptance:**

By completing and signing the application form, the Hirer:

- Accepts and agrees to adhere to all aspects of this hirings policy, including these terms and conditions.
- Accepts the responsibilities of the Hirer as laid out above on behalf of their organisation or event.
- Accepts responsibility for ensuring that all attendees comply with all the terms and conditions contained within this policy.

### **Care of children:**

All children will be supervised at all times when attending an organised group or care scheme.

### **Licences:**

Where necessary, any licenses required for public dancing, entertainment, alcohol or music must be strictly adhered to. It is the duty of the Hirer to ensure they understand and are able to comply with all such regulations and requirements.

**Damage:**

The Hirer shall indemnify and keep indemnified the school and the Governing Body from and against all losses and damages arising as a result of the hiring of the premises. The Hirer will pay the full cost of repair, or replacement of any fixtures or fittings that become unserviceable or unsuitable for use through damage caused by any person attending the function, whether deliberate or otherwise.

**Property:**

All property brought onto the premises is done so at the sole risk of the owner. Neither the school nor the Governing Body will accept responsibility for any loss of or damage to any property owned by any person or organisation using the premises. Security arrangements are the responsibility of the Hirer.

**Injury or loss:**

It is the responsibility of the Hirer to inform the Governing Body, in writing within 24 hours, of any person or persons sustaining injury or loss on the premises during the hiring.

**Alcohol:**

No alcoholic drinks may be consumed or brought onto the premises other than where the appropriate licensing has been sought.

**ICT Suite:**

The Hirer must ensure that no food or drinks are taken into the ICT suite.

**Equipment in classrooms:**

Any school property in classrooms is not to be used including the use of whiteboards unless by prior arrangement.

**Right of access:**

The school and the Governing Body reserve all rights of access.

**Advertising:**

Advertising for any event on school premises may only take place with the prior written permission of the Governing Body. It may be possible to advertise your activity on our digital signage system for an additional charge. Please contact the school directly for more details.

**Alterations:**

No alterations to the premises may be erected without the written permission of the Governing Body. Any authorised alterations must comply with all Health & Safety Regulations and must be removed at the expense of the Hirer. The preparation and dismantling of any alteration must be done outside of school hours.

**Furniture:**

Any movement of furniture must be undertaken by the Hirer under the direction of the Site Manager. No furniture or apparatus is to be used without prior permission. Any equipment that is used by prior agreement must be put back in its original place at the end of the hire.

**Behaviour:**

The Hirer is responsible for the behaviour of all persons organising or attending the School and in particular for leaving the site in a quiet and orderly fashion by the time stated in the hiring agreement. The Hirer shall be liable for any costs incurred by Northgate Primary School Trust, or any third party, resulting from any actions of any person organising or attending the function.

**Contact:**

A named contact person must be made known to the Site Manager at the start of every event.

**Maximum numbers attending:**

Health and Safety considerations restrict the school to maximum occupancy in certain areas and must be arranged prior to the event with the Site Manager.

**Smoking:**

Smoking is not permitted within any of the school buildings and grounds, in accordance with the Statutory Instrument 2006 No. 3368 The Smoke-free (Premises and Enforcement) Regulations 2006, which came into force in England from the 1st July 2007.

**Car parking:**

Where car parking is required, the Hirer must maintain safe entry and exit from the premises and provide and maintain clear access for emergency vehicles and service vehicles.

**Kitchen/catering:**

Hirers wishing to make use of the kitchen facilities will be required to make a separate application and discuss any requirements with both the Site Manager and Catering Manager. Any food preparation is not allowed in any area of the school unless arranged prior to the event.

**Gifts:**

No member of school staff is permitted to accept hospitality gifts, either cash or in kind, at any time. We request that no gifts of this nature are offered.

**Dogs:**

No dogs shall be permitted on school premises (except registered guide dogs).

**Site management:**

Weekend hiring where the hirer is a key holder or, for one off events, the Site Manager is prepared to undertake any additional duty. There will be an additional charge for the Site Managers time.

**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. The persons or organisations responsible for functions held in the premises shall be sure that the requirements of the relevant legislation are strictly observed.

**Health and Safety Requirements:**

The Hirer will comply with all Health & Safety requirements mandated by the school. Nothing shall be done which will endanger the users of the building, and the policies of insurance relating to it and to its contents.

In particular:

- Obstructions must not be placed in front of the emergency exits, which must be immediately available for free public access;
- Fire- fighting apparatus shall be kept in its proper place and only used for its intended purpose;
- The fire-brigade shall be called to any outbreak of fire, and details of the occurrence shall be given to the Site Manager/Headteacher who will inform the relevant authorities;
- No performance shall involve danger to the public;
- Highly inflammable substances shall not be brought into nor used in any part of the premises.
- No internal decorations of a combustible nature (e.g. polystyrene, cotton etc.) shall be undertaken without the consent of the Governing Body;
- No unauthorised heating or electrical appliances shall be used on the premises;
- The Site Manager shall be informed of any accident or injury occurring on the premises and will report all relevant incidents to the appropriate authorities.

**Supervision:**

The person in charge of the activity shall not be under 21 years of age and shall be on the premises for the duration of the activity. He/she shall not be engaged in any duties which prevent him/her from exercising general supervision. When the premises are used for the purpose of public entertainment, there shall be a minimum of two persons, neither of whom shall be less than 21 years of age, on duty where 100 persons or more are attending the entertainment.

When the majority of those present at the entertainment are less than 16 years of age, and when many people with disabilities are expected to attend the numbers of adult supervisors required to attend will be increased. For certain hirings it may be necessary for the Site Manager to have a permanent presence and for which an extra fee will be charged.

**Noise:**

Hirers and organisers of events in the school are responsible for seeing that the noise level of the functions is not such as to cause inconvenience for the occupiers of nearby houses and property.

**Sub-hire:**

The hirer shall not sub-hire or use the premises or allow the premises to be used for any unlawful purposes, nor do anything or bring onto the premises anything which may endanger the same or any insurance policies

**Loss of property:**

The governors cannot accept responsibility for damage to, or the loss or theft of hirers' property or effects.

**Regulations:**

Compliance is agreed with all the conditions and regulations made in respect of the premises by the Fire Authorities, the Local Magistrates Court or otherwise, particularly in connection with any event which includes public dancing or music entertainment or stage plays.

**Safety:**

The hirer should familiarise themselves with escape routes and position of fire alarms and fire extinguishers. They should ask the Site Manager to show them these. If there is a fire the hirer should call the Fire Service IMMEDIATELY. Mobile phones should be used in the first instance from a place of safety.

**Contravention of terms and conditions:**

If any of the above terms and conditions is contravened, the Governing Body reserves the right to cancel this and/or future hirings, with no compensation or refund.

**Rights.**

The Governing Body will not normally insist on a representative being present throughout the event. However it reserves the right of access, and has delegated, that right to the Headteacher, to insist upon the Site Manager (or other designated representative) being present if it is considered that the nature of the event may leave the school vulnerable to theft or damage. The right to refuse any application for the use of the school facilities is reserved by the Governing Body. All arrangements for the use of schools' facilities are subject to the Governing Body reserving the right to cancel bookings.

**PROCEDURES AND FEES****Application:**

Applications for hire of the school shall be made to the Hirings Administrator. A booking form will be provided and the Hirings Policy made available. All formal hiring of the schools premises, including those for which no charge is made, must be properly documented. Thus, applications for premises hirings will only be considered on presentation of a completed application form to the school office.

**Invoice:**

Invoices for regular hirings will be sent out half termly in advance and payment is required before the new hire period begins. Cheques for hire should be made payable to 'Northgate Primary School'. Failure to pay the invoice within this time may result in future hirings becoming void.

**Public Liability Insurance:**

Insurance is required by all hirers and a copy of their certificate must be given to the school prior to any hiring taking place.

**Safeguarding:**

All hirers holding events in the school that involve children/vulnerable adults or the possibility of children/vulnerable adults attending must have a Safeguarding/Child Protection Policy in place of which a copy must be filed in school prior to events/clubs taking place.

**Disclosure and Barring Service checks:**

Proof of DBS checks is required from hirers who work directly with children, vulnerable adults or those making bookings during school hours.

**Fees:**

Hiring fees will be set at a level to ensure that the income taken covers the costs, (lighting, heating, staffing, waste disposal charges, cleaning etc) of the activity. Note: The School Association will be exempt from any charge in respect of fundraising activities, or social events benefiting pupils and/or their families. School Association and in-school events will be given precedence over any external hirings.

**Variations:**

No member of staff is allowed to vary the terms and conditions on which the school premises are hired to either individuals or organisations, or to deviate from the published charging policy.

**Value Added Tax:**

The governors are required by law to apply Value Added Tax (VAT) to all transactions where this is appropriate.

**Alteration of arrangements:**

Any requests for amendments to the hiring must take place at least 7 days prior to the date of the hire. The hirer must not presume that any amendment will be automatically agreed. Confirmation of any amendments will be sent to the hirer in writing. If the hirer wishes to cancel the booking before the date of the event they must do so within 7 days of the event or full payment will be charged.

**Minimum Charges:**

The minimum charge for any hire of the premises will be available on the Scale of Charges form.

**Monies:**

Cheques or cash are both acceptable. An official receipt will be issued if requested.

**Over running/hours:**

The hirer is responsible for any over running of an event. The hours of hire must include sufficient time for preparing for the event and for clearing and cleaning up afterwards. **In the event of this not being done to the satisfaction of the school, a charge will be made at the rate of £10.00 for each 15 minutes over the agreed finish time.** This is to cover the additional costs accrued and inconvenience caused.

**One off hire:**

A 25% deposit is required to secure the booking. A further refundable cash deposit of £100.00 is required to cover breakages, which is payable along with the deposit. In the normal circumstances the refundable deposit will be returned within 48 hours subject to fair wear and tear. Cheques for hire must be made payable to 'Northgate Primary School'. Refundable cash deposits will be held by Northgate Primary School until after the function.

**Storage:**

Space in the School is at a premium and therefore storage will not normally be possible. However you may enquire if a suitable space for your needs is available and what the associated costs for this will be. There can however be no exception of continued storage space being made available if the needs of the school change, in line with our prime purpose as a school.

**CANCELLATION****Cancellation by the Hirer**

The Governing Body must be notified of any cancellation at the earliest possible opportunity. For one off/adhoc hirers where notification of cancellation is received less than 7 days prior to the date of the hire no refund will be given. If more than 7 days' notice is given, a full refund will be made.

Regular hirers however must give the school a month's notice should they wish to cancel the hire. Failure to do so will result in no refund being given.

**Cancellation by the School**

The Governing Body reserves the right to cancel any hiring, (whether confirmed or not), without prior notice and without compensation or refund, if:

- It suspects that any of the terms and conditions of hire or use have been broken by the Hirer, or any person organising any function or event;
- Any conditions of this policy or those printed on the application form have been broken or are likely to be broken, by any person attending any function or event, or connected with the function or event in any way;
- Any breach of licensing conditions occurs.

The school also reserves the right to cancel a booking if:

- The premises are required by anybody or person having a statutory right to use them;
- The school is closed or becomes closed.
- The school requires the premises for a school event, in these circumstances a full refund will be given.
- The Governing Body will endeavour to notify the Hirer at the earliest possible opportunity, however, no guaranteed period of notice can be offered. Regardless of when notification is given to the Hirer, the Hirer will only be given a refund if entitled.

Please Note:

*THE GOVERNING Body reserve the right to cancel any hiring in the event of the Hall being required for use as a Polling Station for a Parliamentary or Local Government election or Bye election, in which case the hirer shall be entitled to a refund of any deposit already paid. In the event of the hall or any part thereof being rendered unfit for the use for which it has been hired, the Governing Body shall not be liable to the hirer for any resulting loss or damage whatsoever.*

**1. SCHOOL HALL / OUTSIDE AREAS**

**Charges for weekdays, term time only**

Availability is Monday to Friday between the hours of 7.45am to 8.45am / 3.30pm and 6.00pm:

Hourly Rate - £10

Termly charge for use of equipment i.e. gym mats or other equipment - £10

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**Charges for weekdays after 6.00pm during term times**

Charges for weekdays after 6.00pm are an hourly rate based on recommended amounts for caretaking and energy costs.

The hourly rate is £15.00 per hour. (Maximum cost £50 per evening)

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**Charges for holidays and weekends**

Charges for holidays and weekends are an hourly rate based on recommended amounts for caretaking and energy costs.

The hourly rate is £15.00 per hour (Maximum cost £100 per day)

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***Holiday Club providers who provide childcare opportunities to parents and run for an entire week or more will be charged £85.00 per day. Such Hirers must be key holders and responsible for unlocking / locking up and cleaning of their areas.***

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***Evening and Weekend hire is subject to the agreement of the Headteacher***

**NB. Charges do not include unlocking or locking, if the caretaker is required an additional cost of £20.00 will be required. Rates apply to normal conditions of cleaning. We reserve the right to make an additional charge if there is extra work to be done.**

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**2. DINING ROOM**

**Charges for weekdays, term time only**

Availability is Monday to Friday between the hours of 3.30pm and 6.00pm:

Hourly Rate - £8

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**Charges for weekdays after 6.00pm during term times**

Charges for weekdays after 6.00pm are an hourly rate based on recommended amounts for caretaking and energy costs.

The hourly rate is £10.00 per hour. (Maximum cost £50 per evening)



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### Charges for holidays and weekends

Charges for holidays and weekends are an hourly rate based on recommended amounts for caretaking and energy costs.

The hourly rate is £10.00 per hour (Maximum cost £100 per day)

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### 3. KITCHEN

#### USE OF THE KITCHEN IS BY ARRANGEMENT ONLY AT THE FOLLOWING RATES:-

**(A) To serve beverages £20** *(No charge if booked in conjunction with the Main Hall or Dining Room)*

**(B) To serve light meals \*(see note 1) £25** *(One off charge when booked in conjunction with the Main Hall or Dining Room)*

**(C) To serve main meal \*(see note 1) £60** *(One off charge when booked in conjunction with the Main Hall or Dining Room)*

- The kitchen must be left clean and tidy.
- No kitchen equipment may be used without express permission from the school.
- No children are permitted in the kitchen.

**\*note 1:** *The hirer must obtain guidance from the School Caterer prior to the hiring.*

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### 4. LIBRARY

**NB:** *Hire charges include the use of the small kitchen*

#### Charges for weekdays, term time only

Availability is Monday to Friday between the hours of 3.30pm and 6.00pm:

Hourly Rate - £10

Whiteboards etc may only be used by prior arrangement. Termly charge for use of electrical equipment i.e. laptops/computers etc - £20

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#### Charges for weekdays after 6.00pm during term times

Charges for weekdays after 6.00pm are an hourly rate based on recommended amounts for caretaking and energy costs.

The hourly rate is £15.00 per hour. (Maximum cost £50 per evening)

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### Charges for holidays and weekends

Charges for holidays and weekends are an hourly rate based on recommended amounts for caretaking and energy costs.

The hourly rate is £15.00 per hour (Maximum cost £100 per day)

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## **5. CLASSROOMS**

### **Charges for weekdays, term time only**

Availability is Monday to Friday between the hours of 3.30pm and 6.00pm:

Hourly Rate - £8

Whiteboards etc may only be used by prior arrangement. Termly charge for use of electrical equipment i.e. laptops/computers etc - £20

**It is a condition for the hire of classroom to ensure that all whiteboards and computers are shut down and where applicable locked away, leaving the room clean and tidy.**

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## **6. ICT SUITE**

### **Charges for weekdays, term time only**

Availability is Monday to Friday between the hours of 3.30pm and 6.00pm:

Hourly Rate - £10

Whiteboards etc may only be used by prior arrangement. Termly charge for use of electrical equipment i.e. laptops/computers etc - £20

**It is a condition for the hire of classroom to ensure that all whiteboards and computers are shut down and where applicable locked away, leaving the room clean and tidy.**

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## **7. GROUP / 1:1 ROOMS (Music Lessons)**

### **Charges for weekdays, term time only**

Availability is Monday to Friday between the hours of 3.15pm and 6.00pm:

Hourly Rate - £5

**It is a condition for the hire of group rooms to ensure that all equipment / furniture (if moved) is returned to its original position and the room is left clean and tidy with any rubbish removed.**

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**Hourly rates are for a full hour or part thereof. If the part hour is less than 30 minutes then the additional charge will be for 50% of the hourly rate.**

**The Governing Body review these charges on an annual basis. Hirers will be notified, at least, one term in advance of any changes to the above rates.**

**The Governing Body retains the right to allocate the status of Free Let or discounted hire rates to certain organisations as they see fit.**

***All hirers (free or chargeable) must complete a Hirer's Agreement (Appendix 2) and adhere to the terms and conditions stated within. Hirer's must also complete a Hirer's Checklist (Appendix 3) and sign and return an LT01 Form (Appendix 4) before hiring can commence***

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***Evening and Weekend hire is subject to the agreement of the Headteacher***

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### **HIRING PREMISES MANAGEMENT AGREEMENT**

It is agreed by both parties this Hiring Management Agreement is put in place to ensure the smooth running of the whole site. Both parties duly agree to abide by the provisions detailed below.

This agreement is made on **DATE** and will be valid for **XX** Months unless terminated before **DATE** (End date)

**Agreement between:**

**Northgate Primary School, Cricketfield Lane, Bishop's Stortford, Herts. CM23 2RL. Tel: 01279 652376, Email: admin@northgate.herts.sch.uk**

**Hirer**, address, contact details

#### **1. Use of Premises**

- Access (as stated on LT01 Form)
- Security of premises (keys & alarms to be discussed with Site Manager if this is a requirement)
- Hours of usage (as stated on LT01 Form)
- Cleaning – All hirers must ensure that the premises are left clean and tidy and all rubbish must be removed from site
- Equipment (the Northgate Primary Schools equipment can only be used by prior agreement and a charge may be levied for this)
- Car Parking (No parking on site. Parking bays outside the Northgate Primary School have a 4 hour time limit)
- Food & Drink – No alcohol must be sold or consumed on the premises without the relevant licences being in place

Rates and Charges

- Hourly / Day rate (as stated in Hirings Policy)
- Free of charge – Any concessions will be by prior agreement with the Property Committee of the Governing Body
- What this does and doesn't include (see below)

### **HIRING TERMS AND CONDITIONS**

#### **2. Premises**

- 2.1 Users of the premises must remember that the building is primarily intended for other use and much trouble and work will be saved if premises are treated with care and respect.
- 2.2 Documents and equipment should not be touched and furniture moved only when necessary and replaced in its original position unless otherwise directed.
- 2.3 The Hirer is to confine his/her activities to the accommodation hired and is not to use any other part of the building except as is necessary for access purposes.
- 2.4 At the end of the hire it is the Hirer's responsibility to leave the accommodation in a satisfactory condition and to move the furniture back to its original position or to such a place as will facilitate cleaning. Failure to do this may result in an extra charge for the additional time spent cleaning.
- 2.5 Hirers must not use any equipment or rooms not agreed (see LT01 Form), unless the request has been agreed to in writing at least 7 days in advance of the hire, by Northgate Primary School.

- 2.6 The minimum hiring period shall be 45 minutes.
- 2.7 Consideration must be given to local residents with regard to noise and car parking
- 2.8 Any hirings may be subject to a trial period of half a Northgate Primary School term.
- 2.9 All hirers must provide the school with a full register of all children attending with full names and dates of attendance before the first session.
- 2.10 Hirers must ensure that they have adequate first aid training, as the school cannot ensure that first aiders will always be available. THIS IS THE HIRERS RESPONSIBILITY!
- 2.11 While children are on the premises, hirers must not use mobile phones. Under no circumstances must hirers use personal digital equipment, such as mobile phones and cameras, to record images of pupils.

### **3. Financial Arrangements**

- 3.1 Northgate Primary School will set the charge within the following principle:
- 3.2 Hirings will include the cost of the Site Manager's attendance, heating & lighting, wear & tear and administration.
- 3.3 Payment are made in advance of the hire period.
- 3.4 VAT will be charged as required, in accordance with VAT rules.
- 3.5 Hirers will be given a minimum of 1 month's written notice of Northgate Primary School intent to increase the hiring charge.
- 3.6 Charges will be reviewed annually.

### **4. Insurance**

- 4.1 All hirers must provide an original insurance cover note, which demonstrates Public Liability Cover for a minimum of £5,000,000. This document must be sent to Northgate Primary School before this agreement is signed.

### **5. Regulations**

- 5.1 All persons hiring/using the premises will be expected to conform to relevant Health & Safety regulations and will be required to follow the instructions of the Site Manager, or his representative, at all times.
- 5.2 Smoking is not allowed on site at any time.
- 5.3 A representative of the organisation utilising the premises must complete a risk assessment form for the activity to be carried out and return it to Northgate Primary School. The risk assessment form must state the maximum number of people who will be on site.

### **6. Termination**

- 6.1 The termination notice period for a single event will be 14 days, and 28 days for a regular booking. In the event of breach of agreement, Northgate Primary School reserves the right to terminate the agreement with immediate effect.

### **7. Staffing**

- 7.1 Where the premises is being used for a service that relates to contact with children the staff concerned (whether volunteers or paid workers) are subject to the policies of Hertfordshire County Council's Safeguarding Board and the legal rules and procedures defined by [The](#)

[Safeguarding Vulnerable Groups Act 2006](#) and any subsequent Acts pertinent to the service provided.

- 7.2 Hirers must provide Northgate Primary School with DBS (Disclosure and Barring Service) checks carried out on all staff. This must be produced on headed / company paperwork stating full name, date of check and DBS number. Failure to provide this information will result in the hire agreement being terminated immediately (where the times of hire involve children on the premises).
- 7.3 The qualifications of staff, management and volunteers shall meet the minimum legal requirements and suitable for the services to be delivered.
- 7.4 If the Service involves the care of children as defined by Ofsted Regulations, then the qualifications of staff and managers shall be subject to the National Childcare Standards currently prevailing.

## **8. Monitoring**

- 8.1 Both parties under this Hiring Agreement will meet on a regular basis to maintain a dialogue and communication channels to ensure that any problem or complaint is addressed at the appropriate level at the earliest opportunity.
- 8.2 The Northgate Primary School shall be responsible for initiating formal procedures to deal with complaints that are of a serious nature utilising the Northgate Primary Schools existing disciplinary and grievance procedures.

## **9. Disputes**

- 9.1 If a dispute arises between the parties of this Hiring Agreement every effort will be made to achieve a local resolution. If unsuccessful, disputes should be referred progressively through senior levels of management.

## **10. Complaints Policy**

- 10.1 The hirer must communicate its complaints procedure to all service users.

## **11. General Terms**

- 11.1 Northgate Primary School must be first consulted before the name of the building is used on any promotional/marketing/advertising material, related to the hiring.

## **12. Signatures**

We agreed to the terms and conditions above:

.....  
NAME  
Northgate Primary School

DATE

.....  
NAME  
Hirer

DATE

## Appendix 3



### **Hirers Check List:**

#### **Required Policies and Documents:**

Please provide a copy of all the following policies:

Policy / Document	Enclosed Yes/No
Complaints Procedure	
Events & Notifications (if applicable)	
Health and Safety Policy/Procedures	
First Aid Certificate	
Risk Assessments (if applicable)	
DBS Documents	
Safeguarding and Child Protection Policy	
Child Protection Training Certificates	
Disclosure by Association Form (from school)	
Whistleblowing Procedure (if applicable)	

#### **Insurance**

Please provide a copy of all relevant insurance certificates and schedules:

Insurance requirement	Enclosed Yes/No
General Public Liability – minimum of £5 million for any one claim	

## Appendix 4



### APPLICATION TO HIRE ACCOMMODATION AND/OR SERVICES (LT01)

NOTE:

- (1) Submit applications to the Headteacher at least 14 days in advance of hiring.
- (2) Use a separate form for each date unless the accommodation required is the same.
- (3) Please complete form in BLOCK LETTERS.

PREMISES:

Northgate Primary School

SCHOOL NO:

206

FULL NAME OF ORGANISATION:

NATURE OF FUNCTION:

DATE(S) REQUIRED:

Please read 'Hirings Agreement' - T6

	Tick If Req'd	Preparation Time		Function Time		Clearing Time		For Office Use	
		FROM	TO	FROM	TO	FROM	TO	£ CHARGE	VAT
<b>Accommodation</b>									
School Hall									
Group Room									
Classroom(s)									
Dining Room									
Kitchen									
- beverages/washing up									
- meals									
Changing Room/Toilets									
Outdoor Classroom									
Playground									
Playing Fields									
<b>SERVICES</b>									
Stage Lighting									
Amplifying Equipment									
Piano									
Other Equipment if available									

#### \* PUBLIC LIABILITY INSURANCE

The Hirer is required to hold Public Liability Insurance, and to let the school have a copy of the cover notice prior to the hiring. If this is not produced, then the school will arrange cover in advance of the hiring and a charge will be made.

No hiring should take place without this insurance cover arranged either by the Hirer or through the school.

#### CHARGE PER OCCASION

#### \*HIRER INSURANCE FEE

#### TOTAL VAT

#### TOTAL CHARGE

#### DEPOSIT REQUIRED

N.B. if any of the above services are to be used, the Head must be satisfied that a competent operator and/or electrician is in charge before such use commences. An extra charge is made for these services.

I have read the Terms and Conditions booklet, which I accept on behalf of the organisation named above. I wish to apply for the use of the accommodation and/or service specified above and any special conditions required. I agree to pay the charge according to the scale in force at the date of hire, payable 10 days prior to the event taking place. I am over 18 years of age.

SIGNED (ORGANISER) \_\_\_\_\_ NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

DATE \_\_\_\_\_ CONTACT TELEPHONE NO. \_\_\_\_\_

NAME AND ADDRESS OF PERSON TO WHOM ACCOUNT SHOULD BE SENT IF DIFFERENT TO ABOVE:-

#### FOR OFFICE USE

AUTHORISATION OF HIRE signed \_\_\_\_\_ DATE \_\_\_\_\_

DATE RENDERED \_\_\_\_\_ A/C No. \_\_\_\_\_