



St Mary's C of E (Aided) Primary School
Link Lane, Pulborough, West Sussex, RH20 2AN
Tel: 01798 872007 Fax: 01798 875537 Email: office@st-marys-pulborough.w-sussex.sch.uk

Hire of School Premises - Application Form

Name of Organisation (The Hirer):

Contact details of person responsible for organising letting to whom all correspondence should be sent:

Name:

Address:

..... **Post Code:**

Tel No: **Fax No:**

Mobile: **Email:**

Date of Hire: **Time:** From To

Reason for Hire:

.....

..... (please specify precise nature of proposed function, and whether to be private or public)

| | | | | | | |
|------------------------------|----------------------|--------------------------|--------------------|--------------------------|-------------------------|--------------------------|
| Facilities Required:- | Large Hall | <input type="checkbox"/> | Small Hall | <input type="checkbox"/> | Both Large & Small Hall | <input type="checkbox"/> |
| | Tables & Chairs | <input type="checkbox"/> | Multi Purpose Room | <input type="checkbox"/> | School Playing Field | <input type="checkbox"/> |
| | Adventure Playground | <input type="checkbox"/> | Tables & Chairs | <input type="checkbox"/> | Netball Court | <input type="checkbox"/> |
| | AV equipment in Hall | <input type="checkbox"/> | | | | |

Other, please specify:

Please note: The Hiring will be confined to the use of the premises as set out above. If the Hirer wishes to use any other part of the premises, separate application must be made as early as possible. During the summer season the School Swimming Pool is available to hire, please obtain a Hire of Swimming Pool Application from the school if you wish to use this facility.

Do you require the accommodation to be heated? YES/NO

If heating is required, please state times: From: To:

Will there be a public entertainment or public performance of a play? YES/NO

Is it proposed to apply for a Justices' Occasional Licence for the function? YES/NO

If your organisation provides activities for children less than 16 years of age, have your Instructors been DBS checked? YES/NO

If YES, please attach a copy of the DBS check of the instructor(s) in charge of the activity on School Premises

Please turn over

Any special requirements eg seating arrangements, Premises Manager to be in attendance?

YES/NO

If YES, please give details:

Insurance Details:

Do you have adequate insurance in respect of the liabilities and the loss or damage referred to in Conditions 6 and 7 of the Conditions of Hire of School Premises.

YES/NO

If YES, please provide a copy of your Public Liability Insurance document with this Application Form.

If NO, the Hirer's Insurance provided by West Sussex County Council will be arranged. The premium will be charged at 9% of the basic hire charge plus Insurance Premium Tax (IPT), levied at 5% of the insurance premium.

Conditions of Hire and Indemnity:

If the Hiring is agreed, the Hirer undertakes and agrees:

- a. to pay the hiring fees and insurance premium

(charges will be notified if and when the hiring is approved and payment is due within 7 days of notification of approval)

- b. to comply with the Conditions of Hire including the indemnities set out in Conditions 6 and 7 and the insurance requirements in Condition 8.

Signature: (I certify that I am over 18 years of age)
For and on behalf of the Organisation

Date:

Please tick the relevant box if you have attached a copy to this Application Form :

- Copy of your own insurance policy/broker's letter confirming comparable cover ☐
- Copy of the DBS check of the instructor(s) in charge of the activity on School Premises ☐

For office use:

Category of Use: A B C

| | | | | | Total: |
|------------------|--|---|--------------|--|--------|
| Facilities | Number of Sessions | x | Session Rate | | |
| | | x | Session Rate | | |
| Heating | Number of hours required | x | Hourly Rate | | |
| Premises Manager | Letting finishes after | | Charges | | |
| | Additional work | | | | |
| Total Hire Fee: | | | | | |
| Insurance | Premium is 9% of Hire Fee | | | | |
| | Plus Insurance Premium Tax (IPT) 5% of Premium | | | | |
| TOTAL: | | | | | |

VAT is payable on: