

HIRE AGREEMENT FORM FOR THE USE OF SCHOOL PREMISES

Benenden CEP School <i>This form is to be completed and submitted to the Headteacher</i>	Hire Agreement No.
Name of Hirer:	
<i>Further to your application I am pleased to offer the following facilities:</i>	
Accommodation/Furniture/Equipment	
Use to be made of facilities	
Date(s) & Time(s)	
Charge	
Insurance arrangements	
Caretaking arrangements	
Risk Assessment required	Yes/Not required (delete as appropriate)
Headteacher's Signature:	Date:
Your use of the school facilities is subject to your agreeing to the Conditions of Use as attached. Subject to your agreement would you please sign and return the form as soon as possible.	

To: The Headteacher Benenden CEP School	Hire Agreement No.
I am satisfied with the details shown above and in the letter and confirm that we accept the <u>Conditions of Use</u>.	
We have the appropriate insurance cover/require KCC cover (delete as appropriate)	
Name:	
Organisation:	
Address:	
E-Mail address:	
Risk Assessment: (if required)	Attached/Not required (delete as appropriate)
Signature:	Date:

For office use only	Date
Application approved/refused (delete as appropriate)	
Hire Agreement Letter, Signed Hire Agreement Form and Conditions of Use sent together to Hirer	
Risk Assessment Acceptable/Not required	
Insurance evidence seen/KCC insurance included (cost added to hire charge)	
Hire Agreement signed and returned	
Invoiced issued	
Invoice Number	
Payment(s) received	
Premises condition confirmed satisfactory after hire	