

HIRE AGREEMENT FORM FOR THE USE OF SCHOOL PREMISES

Goudhurst and Kilndown C E Primary School		HIRE AGREEMENT No:
<i>This form is to be completed by the applicant and submitted to the Headteacher</i>		
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 Goudhurst and Kilndown C E Primary School		HIRE AGREEMENT No:
<i>I am satisfied with the details shown above and in the letter and confirm that we accept the <u>Conditions of Use</u>.</i> <i>We have the appropriate insurance cover / require KCC Insurance cover (delete as appropriate)</i>		
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 applicable)	
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	
Invoice issued	
Invoice Number	
Payment(s) Received	
Premises Condition confirmed satisfactory after hire	