

## Hire Agreement Registration

Name of the Hirer: \_\_\_\_\_

On behalf of (your organisation name): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Area(s) of the school to be used: \_\_\_\_\_

Specific nature of use: \_\_\_\_\_

Maximum attendance: \_\_\_\_\_

Details of any school equipment to be used: \_\_\_\_\_

Details of electrical items being bought in: \_\_\_\_\_

Date(s) of hire: \_\_\_\_\_ Time period(s) of hire: \_\_\_\_\_

Please see scale of charges.

Fee: \_\_\_\_\_ hours/sessions at £ \_\_\_\_\_ per hour/session £ \_\_\_\_\_

Insurance 10.5% (if details of own insurance not provided): £ \_\_\_\_\_

Additional costs for caretaking/cleaning if applicable : £ \_\_\_\_\_

**TOTAL FEE :** £ \_\_\_\_\_

Caretaker/Security requirements: \_\_\_\_\_

Any Other Agreements (as specified): \_\_\_\_\_

Furze Platt Senior School agrees to hire the premises to the hirer on the date(s) and for the period(s) mentioned above, upon payment of the fee.

The hirer accepts all the terms and conditions of hire as set out in the attached Terms and Conditions document, and agrees to comply with them.

- The hirer confirms that adequate and appropriate insurance cover is in place for the activity to be carried out (*see Terms and Conditions for further details*).
- The hirer confirms that arrangements are in place with reference to First Aid (*see Terms and Conditions for further details*).
- The hirer undertakes to comply with the regulations regarding the use of own electrical equipment (*see Terms and Conditions for further details*).

***I confirm that I am over 18 years of age, and that the information provided on this form is correct. I confirm that I have read and agree to the Terms and Conditions of Lettings at Furze Platt Senior School.***

Name of Hirer (please print): \_\_\_\_\_ On behalf of \_\_\_\_\_  
Organisation (if applicable)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please return form completed and signed form to [lettings@furzeplatt.net](mailto:lettings@furzeplatt.net)