



## APPLICATION FOR HIRE OF SCHOOL PREMISES

Please complete this form and return to Princecroft Primary School. A quotation will then be forwarded to you.

Name of organisation	
Contact's name	
Address	
Position in organisation	
Phone number	
Email address	
Facilities required	
Date	
Time (from & to)	
Any other requirements (eg: catering, special equipment, seating arrangements etc)	

I wish to hire the premises as detailed above. I have received a copy of the terms and conditions of hire and I agree to abide by them. I agree to pay all charges which may be due.

I acknowledge that all clubs and regular private hirers must have an appropriate child and vulnerable adult safeguarding policy and/or appropriate DBS checks in place. (Please provide evidence of this)

Copy attached ☐

I confirm that the above named organisation has appropriate insurance cover (£1 million indemnity)

Copy attached ☐

(If the organisation does not have this in place, please sign the Liability Disclaimer Form at the bottom of this form)

I confirm that the intended use of the premises will not include any activity which requires a licence: YES/NO (please circle as appropriate)

NB If you have circled 'No', please refer to Section I, points 1-3, of the Terms and Conditions of Lettings document, and make arrangements to secure the appropriate licence/s before the intended event.

### **COVID-19 Agreement**

I agree to adhere to the actions set out in the Princecroft Primary school Covid-19 risk assessment while using the School building including cleaning the touch point areas in the toilets used at the end of the hire session.

Signature..... Date.....

Letting considered and agreed/refused on behalf of the Governors by:

Name..... Designation..... Date.....

---

### **Princecroft Primary School Liability Disclaimer Form**

I.....hereby sign this  
liability disclaimer form on .....(date).

I acknowledge that I (as the representative of the above organisation) am responsible for my own safety and the safety of others whilst hiring the academy premises without the required £1,000,000 public liability insurance.

I agree not to bring any claim against the academy or its officers (except in the event of their negligence).

(The School ensures that the school premises are insured. However it is the responsibility of all non-academy school hirers to ensure that the activity is suitably insured ie: £1 million public liability indemnity cover. In addition if the Headteacher or Business Manager assess the hirer's proposed activity to constitute an untenable risk, then the hire application will be refused even if the hirer has signed the above disclaimer)

Name.....

Date.....

On behalf of the Organisation (name).....