



LETTING AGREEMENT (Please complete this form in block capitals)

Accommodation and Facilities required \_\_\_\_\_

Other requirements (e.g. chairs set out, equipment, etc.) \_\_\_\_\_

\_\_\_\_\_

Dates and times \_\_\_\_\_

Purpose of letting \_\_\_\_\_

Name of Organisation \_\_\_\_\_

Will alcohol be brought onto the premises? \_\_\_\_\_

Are you obtaining a licence for sale of alcohol? \_\_\_\_\_

Have you insurance to cover the event? \_\_\_\_\_

Full name of hirer Mr./Mrs/Miss \_\_\_\_\_

Address of hirer

\_\_\_\_\_

\_\_\_\_\_

Contact Number \_\_\_\_\_ Email \_\_\_\_\_



Signature of hirer ..... Date \_\_\_\_\_

Please complete and return to the school at least 21 days before the event. We will confirm the booking and notify you of the charges. You will need to send copies of any licenses required on confirmation.

Headteacher's acceptance of booking (The approval of the Chairman of Governors must be obtained where the hirer requires alcohol to be brought onto the school premises).

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

Diocese Finance Secretary or his representative's acceptance of booking (The approval of the Chairman of Governors must be obtained where the hirer requires alcohol to be brought onto the school premises).

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

#### LETTINGS INDEMNITY FORM

INSURANCE COVER – To comply with the conditions of the hiring agreement.

I hereby indemnify the school against any claims made against it arising from the use of hired premises. In addition, I accept responsibility for any claims the school may have for any damage to its property arising from its use during my hire.

I maintain a Public Liability Insurance Policy, the details of which are as under:

Policy Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_



Name and Address of Insurance Company:

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Indemnity Limit: \_\_\_\_\_

Signature: \_\_\_\_\_

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

**DECLARATION (Please read before signing)**

I have received a copy of the Lettings policy and Terms and Conditions for the Letting of School Premises and agree to be bound by them. Any licenses necessary and the Theatres Act 1968 and the Cinematograph Acts 1909 and 1952 have been or will be observed and any requirements of the Licensing Justices, where necessary, have been or will be met. I agree to pay the charges due as required and hereby certify that the premises and grounds will be used only for the purpose stated.

I am over 18 years of age.

Signature: \_\_\_\_\_

Date of application: \_\_\_\_\_

NAME (BLOCK CAPITALS) Mr./Mrs/MS/Miss

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**Director of Education: Dr Simon Hughes**

St Edward's House, St Paul's Wood Hill, Orpington, BR5 2SR

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It is confirmed that the accommodation required is available for the time and date(s) requested. The head of the establishment has been informed, that where necessary the hiring has been approved by or on behalf of the governors and that the applicant has been informed accordingly.

Signature: \_\_\_\_\_ HEADTEACHER

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

Signature: \_\_\_\_\_ CHAIR OF GOVERNORS

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

SAFEGUARDING

The hirer agrees that systems are in place with regards to safeguarding measures as per the lettings policy:

Name: \_\_\_\_\_

Name of Organisation: \_\_\_\_\_

Purpose of Letting: \_\_\_\_\_

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

Signature: \_\_\_\_\_