LANGDON

PRIMARY SCHOOL

Lettings Policy

Reviewed Spring 2025

Agreed by the Governing Body 18.3.25

Due for review Spring 2027

LANGDON SCHOOL LETTINGS POLICY

Philosophy:

Provided there is no interruption to school use of the premises, part of the school buildings and grounds may be let to outside bodies after the end of the school day, at weekends and during the holidays, in order to:

- Raise income for the school
- Better integrate the school into the local community
- Familiarise individuals who may become pupils or their parents with the school
- Satisfy some of the needs of local individuals, groups and organisations
- Increase the use of facilities that are under used by the school

This policy has been written following the guidance from KCC which is available in greater depth on the Kelsi website.

Implementation:

The governors have adopted the following categories of priority user:

(i) school and PTFA users

(ii) statutory users;

(iii) designated users;

(iv) private users.

The governors recognise that it would be impossible for them to personally vet every applicant or organisation that wishes to make use of the school premises. Accordingly, they have delegated the authority to accept applications for hire to the following persons: the headteacher.

No member of staff is allowed to vary the terms and conditions from which the school premises are hired to either individuals or organisations nor to deviate from the governor's published charging policy.

Roles and Responsibilities:

The office manager is responsible for the construction and regular update of a lettings diary.

- The staff and PTFA secretary or chairperson (where appropriate) are responsible for informing the office manager, in advance and within a reasonable timescale, of events outside teaching hours, which will use the school premises

- Opening and closing the school is undertaken by the site manager or by prior agreement with an authorised member of the staff

- Supervision during the letting is the responsibility of the user. The user is also responsible for the security of the area of the school being used

- When a risk assessment is completed by the user or the school, in relation to the premises or activity or equipment involved, the user must ensure any controls are complied with

- Post-letting checks are made by the site manager and reported to the office manager and/or head teacher

- The head teacher will ensure that excess wear and tear on the buildings and equipment is avoided and will follow up unsatisfactory lettings to resolve issues

Implementation:

Potential lettings users should be asked to complete an application form or submit a written request detailing their requirements. On receipt, we will confirm that the accommodation and equipment requested is available when required and agree the caretaking times and availability as necessary. The potential user, who must be over the age of 18 years, must be made aware of the Conditions of Use requirements and be able to meet them to the satisfaction of the school. Before calculating the charge for the letting, account should be taken of all the costs to the school of the lettings.

Bookings are made through the office manager, as authorised by the Governing Body, and confirmed in writing.

- School and PTFA activities have priority
- No bookings are confirmed more than 4 months in advance although provisional bookings may be made at any time
- Outline charges are set by the headteacher and governors and reviewed every two years in line with the review of this policy
- Specific charges are set at the time of the agreement
- The VAT liability of the letting is determined at the time of the agreement
- Payment is in advance for single lettings
- For long term lettings, the agreement should be updated and reviewed at least annually
- In accordance with KCC guidance, a diary is kept covering all school, PTFA and outside use of the premises and grounds after school, in evenings, at weekends and in holidays

Users sign an agreement that covers:

- Terms and conditions relating to type of and length of use
- Cancellation
- Damage
- Insurance
- Charging
- Restrictions on use
- Licensing for the sale of alcohol, or public performances
- Parking

At no point will any landlord and tenant relationship be created.

Lettings Documentation

All formal hiring of the school's premises or school properties or equipment eg. minibus, including those for which no charge is made, shall be properly documented. All hirers **must** complete a hire agreement and are to receive a copy of the conditions of hire. The hire agreement is a contract which the governors may enforce in law.

Scale of Charges

In arriving at their scale of charges the governors have adopted the following principles:

(i) that statutory users will be charged an amount commensurate with cost recovery;

(ii) that designated users will be charged no more than cost;

(iii) that private users will be charged on a cost plus an income margin for the school;

(iv) that there will be parity of treatment for similar users;

(v) that overall, the cost of letting school facilities will be recovered from users.

For the purpose of charging, the headteacher is empowered to determine to which group any particular individual or organisation belongs. The basis of charging will be determined by the purpose for which a letting is arranged.

The scale of charges forms Appendix 3 to this policy statement.

Discounts

These form part of the scale of charges (Appendix 3) and are the only permitted variations to the standard charges.

Value Added Tax

The governors are constrained by law to apply value added tax to all transactions where this is appropriate (Appendix 3).

Minimum charges and deposits

The minimum hire period will be 1 hour.

The governors reserve the right to require a deposit over and above the hiring charge as a surety against damage to the premises, property or equipment or the premises being left in an unacceptable condition necessitating their incurring additional cost for cleaning, caretaking or other expenses.

Cancellations

Governors will seek to recover any costs incurred by the school which are unavoidable and result directly from the cancellation of a letting. Details of the charges are shown in the scale of charges in Appendix 3.

Payment methods

The governors are mindful of their responsibilities in safeguarding the school from bad debt. Therefore, payment at the time of booking is the norm. Cheques and cash are both accepted but bank transfer to the school account is preferrable. In all cases where cash or cheques are paid over then an official receipt must be issued. For all modes of payment, the school will issue an invoice for accounting purposes. The Office Manager, acting on behalf of the Governing Body, will ensure timely receipt of payments. Arrangements may be made to stop the letting if payment has not been received.

Invoices will be sequentially numbered with any insurance contribution and VAT element being clearly identified. Numbered receipts for payments will be issued as soon as possible and payments will be banked promptly. FMS6 Accounts Receivable module will be used for invoices and receipts.

Extension of Credit

The governors will allow the extension of credit to bona fide local organisations and individuals where they are satisfied that these are credit worthy. In all the cases the governors reserve the right to withdraw credit facilities where prompt payment is not received. In all cases where credit is extended, an official County Council invoice will be issued. The Governors will not normally extend credit for lettings where the invoice value is less than fifty pounds (£50). The governors have chosen to delegate the approval of credit facilities to the headteacher and office manager. In all cases where credit is advanced the invoice is to be raised at the time of booking.

Health, Safety and Security

The requirements of the Health and Safety at Work Act 1974 and associated health and safety legislation apply to lettings and this will be drawn to the attention of users. They will be made aware of the content of the school health and safety policy as it applies to them and need to be willing to take on the safety and security requirements of the policy and the conditions of use. Users must comply with the school health and safety policy.

A risk assessment may need to be completed by the user, especially where the activity presents a greater risk than life in general. We will then consider the risks and proposed controls and ensure that we are satisfied that the activity does not present an unacceptable level of risk prior to the letting taking place.

The governors will not normally insist upon continuous caretaking presence. However, they reserve the right to and delegated power to the Headteacher to insist upon caretaking presence where in their view the nature of the hiring may leave the school vulnerable to theft or damage.

Insurance

The hirer must arrange their own insurance and produce documentary evidence from their insurers or brokers to the effect that a valid Public Liability policy is in place with a minimum indemnity limit of £5million for any one event/each and every claim. Where cover is not confirmed it will not be assumed that it exists. Use of the school will not be permitted until evidence of insurance cover has been seen.

Cover can be provided under the KCC Hirers' Liability (Lettings) Policy in the event that a non-commercial hirer has no cover, or is unable to provide cover that meets the above requirements. The school is required by KCC to charge a contribution towards the cost of the KCC Hirers' Liability Policy (currently 3.15% of hire fee) in addition to any fee for use of the premises. This policy has an indemnity limit of £5million for any one event. The hirer is liable to pay a policy excess of £350 for each claim submitted in respect of damage to property.

Commercial hirers and political organisations cannot take advantage of the KCC Hirers' Liability Policy and must arrange their own insurance. A commercial hirer would be regarded as an individual or organisation which may make a personal financial gain or business profit out of the hiring.

We will not request or vet details of public liability insurance for any other KCC directorate/establishment /unit or another school in the Safehands Insurance Scheme using our premises or equipment, because they are all covered by the same KCC corporate insurance arrangements.

Cleaning and caretaking arrangements

If agreement is given for the use of the school's meals facilities/canteen, KCC regulations must be observed.

All rubbish, empty containers, crates, etc must be removed from the premises by the user immediately after the letting has taken place and before locking up. Furniture and equipment is to be left as found unless other arrangements have been agreed with the school's authorised representative.

The premises shall not be used for any purpose other than that for which agreement has been granted nor shall any areas of, or furniture/equipment in, the school but not included in the letting agreement be used without express permission; in such cases an extra fee may be payable.

Licences

The user must have written permission from the school before arranging for alcoholic drinks to be consumed on the premises. Under The Licensing Act 2003 the users are responsible for Temporary Event Notices (TENs) to the district/borough council and local police. Alcoholic drink may not be brought onto the premises while students are present and are to be cleared from the premises when the event ends.

No public performance of a play, cinematography exhibition, public dancing, singing, music or other public entertainment of the like shall be performed in or close to the premises unless any necessary licence for the same shall first have been obtained from the appropriate authority and all necessary measures taken to fulfil the conditions of the licence. It may be that KCC blanket PRS (Performing rights Society) or PPL (Phonographic Performance Ltd) Licences will cover some situations but this aspect must be cleared in advance with the school. Temporary Event Notices (TENs) are required not only for any sale/supply of alcohol, but also for regulated entertainment (eg. live and recorded music and performance of dance) and late night refreshments.

Alcohol on School Premises and Temporary Event Notices

A user must have the approval of the headteacher and/or governing body before arranging for alcoholic drinks to be consumed on the premises.

Alcoholic drinks should not ber brought onto the premises while the school is in session and pupils are present. All empty containers, crates, etc must be removed at the end of the event, before school recommences after the letting.

Under the Licensing Act 2003, if alcohols is to be sold (or supplied as part of the ticket cost) or if a regulated entertainment provided (music, singing, dancing) or if late night refreshments consumed a Temporary Event Notice will be required. The event organiser will be responsible for submitting completed TENs

to the district council licensing department and the appropriate police licensing officer at least ten clear working days before an event. Ther is a limit of twelve TENs that can be given for any premises per calendar year.

Parking

Vehicles are not allowed on the playground or playing field unless specifically agreed in writing. Vehicles may be parked in the school car park at the front of the school. Vehicles must be positioned such that the Emergency Service have clear access to the rear of the school via the side gate. Control of parking is the responsibility of the user. No responsibility can be taken by the school for any damage to vehicles sustained whilst in the school grounds.

Minibus

Any hiring of the minibus by other schools or private organisations will be done with reference to the KCC Minibus Code of Practice and within the terms of the school's minibus insurance provided by KCC.

All minibus drivers must be trained and assessed by an approved KCC service provider. Drivers will be reassessed every three years in order to renew their KCC Minibus Driver Permit. Under no circumstances can the minibus be driven by anyone who is not in possession of a valid and up to date driver's licence and KCC Minibus Driver Permit.

The minibus has fully comprehensive insurance provided by KCC only for the official business of KCC eg.

- Organised trips for pupils
- Transportation of pupils
- Staff transportation eg. to another venue for training purposes
- Driver training and assessment purposes with an approved trainer.

The minibus can only be used for social, domestic or pleasure purposes if authorised by the head teacher. This will be on the strict understanding that the proposed user is personally liable for taking out comprehensive insurance to cover the usage, and providing original evidence of such before the vehicle is released to the private user (photocopies are not acceptable).

Services and associations affiliated to KCC are permitted to use KCC vehicles on production of satisfactory evidence detailing the extent of the affiliation. Any association that wishes to use the school minibus must submit original evidence of this affiliation to the school office prior to hiring the minibus.

The safety of all passengers is paramount so it is the responsibility of any hirer to carry out vehicle checks in order to assure themselves that the vehicle is in good condition and that regular checks have been carried out by school staff. Drivers must also ensure that all passengers are wearing seat belts on any journey. Drivers must adhere to the rules of the Highway Code and must not exceed any speed limit.

Monitoring & Evaluation:

Lettings should be evaluated to assess the additional income raised for the school, less the cost of any reasonable wear and tear to the furniture and fabric of the school, made during lets and costs of additional heating and caretaker's payments.

Review of Policy

The governors will review the policy every two years and the scale of hire charges for the forthcoming two year period will also be reviewed and updated.

Policy Statement

Our School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

CONDITIONS OF HIRE

1. Application for the hire of School premises (the definition of which for the purposes of these conditions of hire shall include all buildings and outside facilities) shall be made on the enclosed form to the Headteacher.
2. Any person wishing to hire the School premises must be over 18 years of age.
3. The scale of charges and hours of letting are set out on the enclosed sheet.
4. A deposit of 25% of the total charges is due with the application and the balance must be paid by the hire date.
5. A suitable insurance must be arranged by the hirer or an additional charge will be made (see attached charges).

Cancellations

1. The hirer may cancel a booking upon giving five days notice in writing; if five clear working days notice is not given the school will charge a cancellation fee of a quarter the total fees due.
2. The school governors reserve the right by notice to the hirer to terminate the hiring at any time for reasons outside their control and to return to the hirer any monies paid by way of deposit but the governors shall not be under any liability to the hirer for any loss or damage he may sustain out of such a termination.
3. The hirer shall not assign the benefit or burden of the hiring or sublet the premises or any part thereof.

Licences

1. The conditions attached to the Public Entertainments Licence and the stage play licences shall be duly observed. A copy of such licences eg. PRS or PPL Licences, may be requested on application and the hirer shall be deemed to have had notice of all such conditions.
2. The user must have written permission from the school before arranging for alcoholic drinks to be consumed on the premises. Under The Licensing Act 2003 the users are responsible for Temporary Event Notices (TENs) to the district/borough council and local police. Alcoholic drink may not be brought onto the premises while students are present and are to be cleared from the premises when the event ends.

3. The hirer shall not use the premises or any part thereof for a performance for which copyright subsists without the consent of the owner of the said copyright or in any manner infringe any subsisting copyright.
4. If any part of the premises are to be used for purposes of gaming or games of chance of any description the hirer shall be responsible for securing that the provisions of the Betting, Gaming and Lotteries Act 1963, the Gaming Act 1968, or any subsequent amending Act are fully observed and complied with.

Hirer's Responsibilities

1. The use of any outside facilities shall not extend beyond 21.00hrs. (or normal lighting up time if earlier) unless specifically agreed on a case by case basis. The use of any indoor facilities shall not extend beyond **00.00hrs.**
2. The premises must be left in a clean and tidy state. In the case of this standard not being met, then a charge will be made to cover any necessary cleaning.
3. No nail or fastening of any kind shall be driven or put into any wall, partition, pillar or other fittings or furniture.
4. The hirer shall pay a deposit to the School Governors to cover the cost of reinstalling or replacing or repairing any part or parts of the premises, including any of the furniture, fittings and equipment therein contained, which shall be damaged, destroyed, stolen or removed as a result of the negligence of the hirer or his activities, servants or agents during the period of hire. This deposit will be refundable following the event unless damage or loss has occurred.
5. Expenses incurred in excess of the value of the deposit for damage or loss of any kind sustained to the premises, fixtures and/or fittings, furniture and/or other chattels therein arising out of or in connection with use of the school shall be made good at the expense of the user within one month by the school or, by agreement, by the user and to the satisfaction of the school. A hirer must confirm that they have taken out adequate insurance to cover their legal liabilities during the period of the letting if they are not paying the extra charge to be covered by the Authority's insurance policy (currently a minimum of £5 million for each and every claim for public liability).
6. The hirer shall indemnify the School Governors and KCC against all claims, demands, actions or proceedings in respect of any loss, damage or injury caused by or to any persons which shall occur while such person is in or upon any part of the premises or in respect of any loss or damage suffered or sustained by any person by reason of use of the premises by the hirer.
7. The hirer shall provide such number of attendants and supervisors as may be necessary to secure the efficient supervision of the premises during the hiring, including the orderly and safe admission and departure of persons to and from the premises and the orderly and safe clearance of the premises in case of emergency the safety of the premises and the preservation of good order and

decency therein, and ensuring that all doors giving egress from the premises are kept unfastened and unobstructed and immediately available for exit during the whole time the premises are in use.

8. It is the user's sole responsibility to control entry of all visitors at the external entrance allocated and to ensure that only those people known to them are allowed access to school premises. The entrance and any other external doors that are unlocked must be controlled by responsible adults at all time during the period of the letting. On completion of the letting a check must be carried out to ensure that all windows have been shut and secured, and all visitors have left the premises.
9. Lights – please turn off lights when they are not needed.
10. Use of Equipment – No equipment of whatever kind may be used for whatever purpose (including small equipment, audio, audio-visual, musical, etc.) without the express approval of the Headteacher. This applies generally throughout the building, but is particularly applied to gymnasium, sports and catering equipment.
11. The hirer **must** advise on the Booking Form what type and amount of furniture is required (chairs, tables, etc.). No extras can be taken from elsewhere. Hirers are responsible for leaving the furniture in a clean condition.
12. Delivery of Materials – It will not normally be possible to store food materials, etc., for the preparation of a function considerably earlier than the time specified as the start of preparation. You must discuss this with the Office Manager if necessary.

Health and Safety

1. In line with the Health & Safety regulations, the maximum number of persons permitted in the Main Hall varies according to use (Appendix 3). This number must not be exceeded.
2. The user must adhere to the school Health and Safety policy at all times when using the premises or properties.
3. The hirer is responsible for seeing that any equipment brought into the premises complies with all statutory safety requirements for that equipment and for providing and ensuring that use of a portable R.C.D device. where such electrical equipment may come into contact with any person(s) other than the hirer, the hirer is responsible for seeing that the equipment owner knows the safety rules.
4. The hirer is responsible for providing a First Aid kit, which must be accessible on the premises during the hire.
5. If agreement is given for the use of the school kitchen, KCC regulations must be observed.

Criminal Record Bureau Checks

1. If you run a club/group that involves children it is your responsibility that you and your staff/helpers have had the necessary police checks carried out by the DBS Checking Service. Please confirm with the school office that this has been done and kept up to date.

Car Parking

1. Parking of cars must be restricted to the playground/car park at the front of the School, unless permission has been obtained to use the playground, and free access must be allowed for the entry and exit of any emergency vehicle. Please exercise due care and attention when entering and leaving the premises, and be considerate to neighbours as far as noise is concerned.

General

1. Langdon Primary School is a no smoking establishment both inside and outside within the school site.
2. Reasonable preparation time is allowed immediately prior to the event. In the case of a late evening booking, the premises can be opened up the next morning for one hour to be charged at the same hourly rate.
3. The Governors reserve unto themselves and their officers, servants and agents a right of entry to every part of the premises at any time during a hiring.
4. The Governors reserve unto themselves and their officers, servant and agents the right to immediately withdraw permission to hire should the hirer at any time not comply with any of the Conditions of Hire.
5. The School Governors may, by arrangement, allow a hirer reasonable time to clear up and remove property either at the end of the hiring or on the following morning, but in any event, the premises must be clear of all property by midday on the date after a hiring. The Governors do not undertake safe custody of property remaining on the premises. If any equipment is used it must be left in a clean and tidy condition at the end of the function. Any extra cleaning costs if the premises are left in a dirty and untidy state will be recoverable from the hirer.
6. All vehicles, equipment and personal property are brought onto the premises at the owner's risk. No responsibility for safeguarding such items can be taken by School staff or the Governing Body.
7. All persons hiring the School must please respect the content, layout and equipment in the classrooms.
8. **Please keep these Regulations safe and refer to them as necessary.** Return the completed booking form to the School Office.

LIMITATIONS

1. **It is strictly forbidden to enter offices except for the use of the telephone in emergencies, or any other areas of the School which have not been booked.**
2. **It is strictly forbidden to use school equipment, such as the photocopier.**

WHAT TO DO IN THE EVENT OF A FIRE

1. If you discover a fire, raise the alarm by ringing a fire alarm.
2. If the School fire alarm sounds during your function, please take the following action:
3. Everyone in the School MUST go immediately to the muster point at the back of the School. It will be the function organiser's responsibility to make sure that everyone at his/her function is accounted for. When the alarm goes off, the function organiser should notify the Fire Brigade. The telephone is in the School Office (dial 9 for outside line). **Dial 999**.
4. No-one must re-enter the School until permission if given by either the function organiser or the Fire Brigade.

I confirm that I have read and agree to abide by these Conditions of Hire

Signed ..... Date .....

Name (please print) .....

Policy Statement

Our School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

CONDITIONS OF HIRE

1 Application for the hire of Langdon School Minibus shall be made on this enclosed form to the Headteacher.
2 Any person wishing to hire the minibus must be over 21 years of age.
3 The scale of charges and hours of letting are set out on the enclosed sheet.
4 A deposit of 25% of the total charges is due with the application and the balance must be paid by the hire date.
5 KCC fully comprehensive insurance is in place for any hirer on the official business of KCC, or for any group affiliated to KCC, as set out in the KCC minibus code of conduct.
6 Where the Head Teacher has given authorisation for a hirer to use the minibus for social, domestic or pleasure purposes, the hirer is personally liable for taking out comprehensive insurance to cover the usage and for providing to the school office original evidence of this.
7 Services and associations affiliated to KCC must provide to the school office original evidence detailing that affiliation before hiring the minibus.

Cancellations

1 The hirer may cancel a booking 24 hours before the agreed hiring of the minibus, through the school office.
2 If a hiring is cancelled within 24 hours of the date of the hiring, the hirer will pay to the school governors the balance of the charges that are due.
3 The school governors reserve the right by notice to the hirer to terminate the hiring at any time for reasons outside their control and to return to the hirer any monies paid by way of deposit but the governors shall not be under any liability to the hirer for any loss or damage he may sustain out of such a termination.

Hirer's Responsibilities/Health and Safety

1 The hirer must ensure that the driver of the minibus is appropriately licensed - ie. has held a full and current UK driving licence for at least 12 months; has no more than 6 points on their licence; have no drink/drive endorsements; has not had a ban within the last 5 years and have no more than two current speeding endorsements.

2 The driver must be over 21 years of age.

3 The driver must be in possession of a current KCC approved Minibus Driver Permit.

4 The driver must conform to the legally required 'higher fitness standard' (refer to KCC Road Safety Team/DVLA/South East and Metropolitan Traffic Office for further information).

5 Before setting out on a journey the driver must carry out vehicle checks and ensure that the vehicle is in good condition and that regular checks have been carried out by the school. Any deficiencies or defects should be reported to the school office and remedied before use.

6 The driver will observe the rules of the Highway Code and ensure that they drive within appropriate speed limits.

7 The minibus must be left in a clean and tidy state. In the case of this standard not being met, then a charge will be made to cover any necessary cleaning.

8 In line with the Health & Safety regulations, the maximum number of passengers to travel in the minibus is 16. This number must not be exceeded.

9 The hirer is responsible for ensuring the First Aid kit is in the minibus and that it is accessible during the hire period.

Criminal Record Bureau Checks

If you run a club/group that involves children or vulnerable adults it is your responsibility that you and your staff/helpers have had the necessary police checks carried out by the DBS Checking Service. Please confirm with the school office that this has been done and kept up to date.

Car Parking

The hirer is responsible for all car park charges incurred during the period of hiring of the minibus.

General

1 Langdon Primary School is a no smoking establishment and this includes in the minibus.

2 The Governors reserve unto themselves and their officers, servant and agents the right to immediately withdraw permission to hire should the hirer at any time not comply with any of the Conditions of Hire.

9. **Please keep these Regulations safe and refer to them as necessary.** Return the completed booking form to the School Office.

I confirm that I have read and agree to abide by these Conditions of Hire

Signed ..... Date .....

Name (please print) .....

SCALE OF CHARGES FOR USE OF EDUCATION PREMISES AND PROPERTIES FINANCIAL YEARS 2025-2027

SCHOOL FACILITIES: Maximum number 80

	Users	Charges	Comments
1	School/KCC Affiliated Users	NA	Governing Body PTFA School organised Clubs Breakfast Club Kent Schools Kent Scouting/Guiding Groups
2	Community Education Users	NA	Parent and Toddler Groups Peripatetic music teachers (out of school hours) Tutors
3	Other Community Users	£15 per hour + VAT	Pony Club Church Groups Parish Council
4	Private Users Outside of School Hours (non-profit making)	£25 per hour + VAT	
5	Private Users Outside of School Hours (profit making)	£50 per hour + VAT	

LANGDON PRIMARY SCHOOL HIRE AGREEMENT FORM - PREMISES

To Request the Use of: Langdon Primary School	HIRE AGREEMENT No:

This form to be completed by the applicant and submitted to the Headteacher

Name of Hirer			
Applicant's Name Address & Post Code			
Telephone No			
Email address			
Use to be made of the premises		**Maximum number of persons**	
Accommodation required		**With / without heating**	
Days		**Dates**	
Times (including preparation and clear up time)			
Furniture and equipment requirements			
Insurance certificate available / unavailable*			
Caretaking requirements (opening, closing, for duration etc)			
Risk assessment will be provided for the activities listed here / Risk assessment not required (delete as applicable)			
Signed		**Dated**	

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 Insurance cover *(delete as appropriate)*

Name:

Organisation:	
Address:	
Risk Assessment: (if required)	Attached / Not required (delete as appropriate)
Signature:	**Date:**

***Commercial hirers must have their own insurance** of at least £5,000,000 to be seen and copied by the school. For non-commercial hirers the KCC insurance will be applied at 3.15% of the hire charge unless own insurance seen and a copy attached

For office use only:	**Date**
Application Approved / Refused (delete as applicable)	
Hire Agreement Letter & Hire Agreement Form & Conditions of Use sent together	
Risk Assessment acceptable / Not required	
Insurance Seen / KCC Insurance included (delete as applicable)	
Hire Agreement Form signed & returned	
Invoice(s) Issued	
Invoice Number(s)	
Payment(s) Received	

LANGDON PRIMARY SCHOOL HIRE AGREEMENT FORM - MINIBUS

From Headteacher	HIRE AGREEMENT No:	
Name of Hirer:		
Further to your application I am pleased to offer the following facilities:		
Accommodation/ Furniture/Equipment	Use of minibus – *add registration number here*	
Use to be made of facilities/minibus		
Date(s) & Time(s)		
Charge	*£0.00 – KCC Educational Establishment – amend as necessary* Refill fuel tank completely prior to return of vehicle (please note DIESEL fuel only)	
Insurance arrangements	*Covered by KCC insurance – amend as necessary*	
Caretaking arrangements	NA	
Risk Assessment required	**Yes / Not required** (delete as appropriate) (Sample risk assessment attached for information)	
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: ……Lynn Paylor Sutton…… **Headteacher** ……Langdon Primary School ……..**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 Insurance cover*** *(delete as appropriate)*	
Name:	
Organisation:	
Address:	
Risk Assessment: (if required)	Attached / Not required (delete as appropriate)
Signature:	**Date:**