



**TRINITY ST MARY'S PRIMARY SCHOOL LETTING
HIRING AGREEMENT FORM**

Name of Applicant:

Address:

.....

Telephone Number:

Name of Organisation:

Activity of Organisation:

Details of Premises Requested (Hall, Classroom, etc.):

.....

.....

Dates Required:

Day of Week Requested:

First choice:

Second choice:

Third choice:

Start Time:

Finish Time:

(Please allow time for your preparation and clearing up)

Use of School Equipment (please specify your request):

.....

Detail of any Electrical Equipment to be brought:

.....

Maximum Number of Attendees (Please note you may have no more than 70 people):

.....

Age Range of Attendees:

.....

Number of Supervising Adults:

.....

Relevant Qualifications of Supervising Adults including first aid training:

.....

Have all supervising adults working with children as part of the event/activity have DBS Clearance?

.....

Dates during the year, when the hall will be unavailable due to school use or closure, will be made available on request. These dates may be subject to change, but prior notice will always be given if the premises become unavailable due to unforeseen circumstances.

The Hirer confirms that adequate and appropriate insurance cover is in place for the activity to be carried out. One-off hall hire insurance is not required.

The Hirer undertakes to comply with the regulations regarding the use of own electrical equipment.

Any school equipment damaged during the length of hall hire will be subject to a charge for repair or full cost for replacement.

Any other relevant information:

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I confirm I have read the terms and conditions as outlined in this Lettings Policy.

I confirm I have adequate insurance and proof is attached.

I confirm that all electrical equipment brought has been PAT tested.

I confirm that I am over 18 years of age, and that the information provided on this form is correct.

Signed: **Date:**

Name:

Contact email:

Contact Tel No:

TRINITY ST MARY'S CE SCHOOL

CURRENT LETTING CHARGES 2024-2025

	Monday – Friday
School Hall	£35.00
	Saturday & Sunday
School Hall	£40.00

Cleaning Charges

We expect the hall to be tidied and cleared at the end of each hire. However, additional cleaning charges may apply if the hall is left in an unsatisfactory state and requires a one-off clean. The hirer will be invoiced by the school in circumstances where a one-off clean is required. Payment must be made by the first school day after hire (Monday if the hire is during the weekend)

WHEN	AREA	COST
Saturday morning clean following Friday letting	Clean of hall and toilets	£80
Sunday morning clean following Saturday letting	Clean of hall and toilets	£80
Monday morning clean following Sunday letting	Clean of hall and toilets	£60

These charges are subject to change. Please check with the School Business Manager for up-to-date charges.

Link with policies

This policy links with and should be read in conjunction with the following school policies, practices and action plans including:

- Letting Policy
- Health & Safety Policy
- Safeguarding Policy

This policy and practice complies with the advice and guidance provided by Wandsworth Borough Council and SDBE