

BOWDEN HOUSE SCHOOL

HIRE AGREEMENT

The Hirer is required to sign and return one copy of this Hire Agreement to the following address:-

The Headteacher or School Business Manager
Bowden House School
Firle Road
Seaford
East Sussex
BN25 2JB

Please note that, until such time as the signed Hire Agreement is received by the School, together with any deposit and full payment required, there is no firm booking with the School for the hire. This means that the School is free to accept alternative bookings for the premises without any obligation to the Hirer and accepts no responsibility whatsoever for any costs incurred by the Hirer in anticipation of the hiring proceeding. Following receipt of the signed Hire Agreement by the School, cancellation of the hiring shall be governed by the School Lettings Conditions of Hire.

The School Lettings Conditions of Hire apply to this Hire Agreement.

Premises Details, Areas and Facilities to be used:
Date and Time of Period of Hire (for single booking)
Dates and Times of Period of Hire (for regular/block booking)

Date:

Start time:

Finish time:

Start date:

End date:

Frequency of use:
Start time:
Finish time:

Purpose of Hire:

Maximum Capacity permitted in the Premises:

Hirer/Organisation:

Hirer's Authorised representative if an organisation:

Cost of Hiring:
£

Any Deposit sum required as security (to be refunded to the Hirer following expiration of the Period of Hire if all obligations have been complied with):
£

Date for Payment of Cost of Hiring and Deposit:

Insurance Requirements:

Details of any consents given by the Governing Body regarding sale of refreshments:

Specific requirements of the Hirer agreed and noted by the School:

Any additional conditions specified by the School:

Additional Policies/Documents required by the School prior to the letting

taking place e.g. Licences, DBS & Qualifications for Tutors, Publicity, Agendas, Insurance Documents, etc

I confirm that I have read the School Lettings Conditions of Hire ("the Conditions of Hire" that have been supplied to me. I agree that this hiring is governed by those Conditions of Hire and I agree to observe and perform the requirements of the Hirer as set out in the Conditions of Hire and any additional conditions that the Governing Body may apply as outlined in this agreement.

Signature of Hirer/Authorised representative of the Hirer

Print Name.....

Date:

Signature of Headteacher/SBM

Print Name.....

Date.....

Reviewed and up-dated March 2019