



**HIRING AGREEMENT AND STANDARD CONDITIONS OF HIRE OF  
PREMISES AT BRINSWORTH WHITEHILL PRIMARY SCHOOL  
September 2017 – August 2018**

This Agreement is made on     /     /     between Brinsworth Whitehill Primary School (hereinafter call the School) and the Hirer named below in consideration of the sum referred to in paragraph 4 below.

**A The School** agrees to permit the Hirer to use that part of the premises designated in paragraph 3 below for the purpose(s), period(s) and at the fee described below, namely:

1	Purpose of Hiring	<input style="width: 100%; height: 30px;" type="text"/>	
2	Period of Hiring	Day	<input style="width: 100%; height: 20px;" type="text"/>
		Dates from	<input style="width: 100px;" type="text"/> to <input style="width: 100px;" type="text"/>
		Times from	<input style="width: 100px;" type="text"/> to <input style="width: 100px;" type="text"/>
3	Description of room(s)/facilities to be hired	<input style="width: 100%; height: 40px;" type="text"/>	
4	Hiring fee	£	<input style="width: 100px;" type="text"/>
	Additional costs	£	<input style="width: 100px;" type="text"/>
	Less deposit received	£	<input style="width: 100px;" type="text"/>
	Balance due	£	<input style="width: 100px;" type="text"/>
	Payable on or before		<input style="width: 100%; height: 20px;" type="text"/>
5	The School's authorised official	Mrs A Lee Headteacher Brinsworth Whitehill Primary School, Howlett Drive, Brinsworth, Rotherham S60 5HT Telephone (01709) 828242 Email office@brinsworthwhitehill.org	

**B The Hirer** agrees to observe and perform the provisions and stipulations contained or referred to in the School's Standard Conditions of Hire for the time being in force annexed overleaf, and in the General Rules Governing the Use of Premises supplied by the School.

6	Hirer	<input style="width: 100%; height: 25px;" type="text"/>
	Organisation	<input style="width: 100%; height: 25px;" type="text"/>
	Name of individual hirer or organisation's authorised representative	<input style="width: 100%; height: 25px;" type="text"/>
	Address	<input style="width: 100%; height: 50px;" type="text"/>
	Telephone	<input style="width: 100%; height: 25px;" type="text"/>
	Email	<input style="width: 100%; height: 25px;" type="text"/>

**PLEASE BE SURE TO SIGN AT THE BOTTOM OF THE SECOND SHEET**  
**STANDARD CONDITIONS OF HIRE**

1. The Hirer is responsible for undertaking DBS checks (that they have obtained, are in date and have no relevant offences) in relation to any staff they provide for their services. Details of checks will be given to school.
2. The Hirer shall pay the balance of fees due before the conclusion of the letting as directed by the Company.
3. The Hirer shall ensure that the General Rules governing the use of the premises, as supplied by the Company, are complied with.
4. The Hirer shall, at the time of making the letting agreement, inform the School of their requirements regarding refreshments. All catering arrangement shall be made through the Company. No user shall undertake their own catering without the express written permission of the Company.
5. The Hirer shall, during the period of the letting, be responsible for supervision of activities and the premises in use, protection of fabric and contents, safety from damage however slight, or change of any sort and the behaviour of all persons using the premises in relation to the letting, including proper supervision of car parking arrangements so as to avoid obstruction of the highway and emergency exits.
6. The Hirer shall be responsible for obtaining any licenses necessary in connection with the letting, other than those already in place.
7. The Hirer shall be responsible for making arrangements to insure against any third party claims which may lay against his/her organisation as a result of using the premises. School should be provided with public liability/insurance details.
8. The Hirer shall be responsible for the observance of all regulations appertaining to the premises stipulated by the Licensing Justices, the Fire Authority and the local authority.
9. The Hirer shall not sub-let or use the premises for any unlawful purpose or in any unlawful way nor do anything or bring on to the premises anything which may endanger the premises, their users or any insurance policy relating thereto.
10. The Hirer shall indemnify the School for the cost of repair of any damage done to any part of the property or surrounds or the contents of the premises during or as a result of the booking.
11. The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any local code of practice issued in connection with such sales.

**Signed for and on behalf of the School by the person named in paragraph 5 overleaf**

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**Signed for and on behalf of the Hirer by the person named in paragraph 6 overleaf**

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**Date** \_\_\_\_\_