



EMMANUEL CHURCH OF ENGLAND SCHOOL
152-158 Mill Lane, West Hampstead, London NW6 1TF
Telephone: 020 7431 7984
Email: admin@emmanuel.camden.sch.uk

EMMANUEL C.E. PRIMARY SCHOOL – HIRERS LETTINGS FORM

To be completed by the person, aged 21 or over, who will be responsible for the payment of the charges for the use of the accommodation and other facilities and who will give the indemnity required by the condition usage and Booking Procedures document.

This application must be forwarded to the School's Senior Administrative Officer as early as possible and not less than **14 calendar days** before the date of the proposed use. Dates and times will be confirmed once the application has been received and we have checked availability.

Please complete form in black for good photocopying and print throughout

1. **Date of Event:**

2. **Time of Event:**

3. **Nature of Event:**

4. **Organisation / Person applying:**

5. **Person responsible for payment:**

Name

Address

.....

Postcode Telephone

6. **Best contact on the day of the event** (if different from No.4)

Name:

Address:

.....

Postcode Telephone:

7. **Number of people** expected to attend



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Accommodation required

ACCOMMODATION REQUIRED	TIME FROM TO	DATES	TOTAL HOURS	COST PER HOUR	TOTAL COST
SCHOOL HALL				£60	
KITCHENETTE				£20	
MULTI USE GAMES AREA (MUGA PITCH)				£50	
OTHER EQUIPMENT (costs to be completed by office- please specify requests in grey area below)					
PUBLIC LIABILITY INSURANCE – Yes/No/Not applicable					
DISCOUNT (to be completed by office)					
RETURNABLE DEPOSIT (to be completed by office)					
VAT (if applicable) (to be completed by office)					
TOTAL COST (to be completed by office)					
How many chairs will be required?					
How many tables will be required? Adult : Child's :					
Any other equipment required?					

PLEASE ENSURE YOU HAVE READ THE HIRERS TERMS AND CONDITIONS BEFORE COMPLETING



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Governing Body of Emmanuel Church of England Primary School

I _____ (please print)

of _____ Organisation

Being over the age of 21 years, hereby apply for permission for the above stated Organisation to use the school premises as stated overleaf. I understand that if permission is granted, it will be subject to all conditions of usage within the school's letting policy. I have read this lettings policy and understand that the permission to use the school premises will only be effective provided the conditions and regulations stated in the school's letting policy are adhered to.

I, on behalf of my Organisation, hereby agree to follow all conditions of the school's letting policy should permission be granted to use the school premises.

I understand the school maintains a Policy of Insurance in respect of the use of the above accommodation which, subject to its terms and conditions, will indemnify the applicants against liability at law and claimant's costs and expenses in respect of:

1. Death of or bodily injury to or illness of any person (fatal or otherwise) or damage to property other than property belonging to the School to a limit of £ 2 million in respect of any one accident.
2. Damage to any property belonging to the School to a limit of £ 2 million in respect of any one incident in respect of each hiring.

Provided that I, on behalf of my organisation, take out Public Liability Insurance as a requirement of the conditions to use the school premises within the school letting policy.

I am aware that paying this premium does not absolve me and my organisation (as the Hirer) of the responsibility for injury or damage caused by our neglect during the hire.

I understand I must give immediate notice in writing, to Site Service Officer, of any accident, damage or proceedings and no repudiation of liability negotiation or admission of liability shall be made to any Third Party. I will also give the same immediate notice, in writing, to the Chair of Governors of the School.

I, on behalf of my Organisation, agree to indemnify and keep indemnified the Governing Body LDBS and Camden Council from and against all loss, damage, costs, claims, demands, expenses or charges which the Governing Body, LDBS or Camden Council may sustain or incur in respect of any matter arising out the use of the school premises or the conditions relating thereto insofar as the same are not covered by the said or any other policy of insurance effected by the Governing Body Trustees or Camden Council or the obligation to give notice of any accident, damage, or proceedings as aforesaid is not fulfilled by us and to pay to the Governing Body, LDBS or Camden Council on demand at the school office or Council's principal offices at Camden all such sums as may be payable by reason of this indemnity.

I understand it is my responsibility, on behalf of my organisation, to ensure that any area of accommodation used in the course of the letting is left in the condition in which it is found. This includes the kitchenette and the toilets. I must also ensure that my organisation leave the premises at the time stated on the Permit.

Signature of Applicant: _____

Date: _____



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Charges:

Hall	£60 per hour (discounts available on bookings of 6 hours or more)
Hall + Kitchenette	£80 per hour (discounts available on bookings of 6 hours or more)
MUGA (Multi Use Games Area- Outdoors)	£50 per hour (discounts available on bookings of 6 hours or more)

Other equipment available to hire (Prices on request):

Projector Screen & Speakers

Music / Speaker System

P.A System (wireless mic)

P.A System & Lighting

P.A System, Lighting & Projector

A returnable deposit of £50 is required for all bookings