



Letting Agreement Form for the Use of School Premises

Holy Trinity Church of England Primary School & Community Nursery <i>This form is to be completed by the applicant and submitted to the Headteacher</i>		LETTING AGREEMENT NO:
Name of Hirer:		
<i>Further to your application I am pleased to offer the following facilities:</i>		
Accommodation/ Furniture/Equipment		
Use to be made of facilities		
Date(s) & Time(s)		
Charge		
Insurance arrangements		
Caretaking arrangements		
Risk Assessment required	Yes / Not required (delete as appropriate)	
Headteacher' s signature:	Date:	
Your use of the school facilities is subject to your agreeing to the CONDUCT OF USE included within our Lettings policy as attached. Subject to your agreement would you please sign and return the form as soon as possible		

To: Holy Trinity Church of England Primary School & Community Nursery		HIRE AGREEMENT NO:
<i>I am satisfied with the details shown above and in the letter and confirm that we accept the Terms included within the School's Letting Policy</i> <i>We have the appropriate insurance cover</i>		
Name:		
Organisation:		
Address:		
Contact Telephone Number:		Mobile number:
Email address:		
Risk Assessment: (if required)	Attached / Not required (delete as appropriate)	

For Office Use Only	Date
Application Approved / Refused (delete as applicable)	
Letting Agreement Letter, Signed Letting Agreement Form and Lettings Policy sent together to Hirer	
Risk Assessment Acceptable / Not Required	
Insurance evidence seen	
Letting Agreement signed and returned	
Invoice issued	
Invoice Number	
Payment(s) Received	
Premises Condition confirmed satisfactory after hire	