



## Chesswood Junior School Terms of Hire



**This form should be completed and returned to the School as soon as possible. If the application is accepted, a copy of the form will be returned to the Hirer.**

1. **Name of Organisation:** .....(The Hirer).
2. Name, address and telephone number of person responsible for organising the letting to whom all correspondence should be sent:  
.....  
.....
3. The Hirer applies to use the School/College premises on: .....(date)  
from ..... am/pm  
to ..... am/pm  
for the following purpose(s):  
  
(specify precise nature of proposed function and whether to be private or public)
4. Parts of Premises required:

**Please Note:**

**The hiring will be confined to the use of the premises as set out above. If the Hirer wishes to use any other part of the premises, separate application must be made as early as possible.**

5. Do you require the accommodation to be heated? **YES/NO**
6. Will there be a public entertainment or public performance of a play? **YES/NO**
7. Is it proposed to apply for a Justices' Occasional Licence for the function? **YES/NO**
8. Will use of the kitchen areas be required for preparing refreshments? **YES/NO**
9. Will the use of any special equipment be required? **YES/NO**

**If YES, please specify:**

10. Any other special requirements? **YES/NO**  
e.g. seating arrangements, Caretaker/Premises Officer to be in attendance?

**If YES, please specify:**



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### 11. Conditions of Hire and Indemnity.

If the Hiring is agreed the Hirer undertakes and agrees:

- (a) to pay the hiring fees and insurance premium totalling: £ .....

**(If the charges are specified here, a cheque for the full amount must accompany this application. If the charges are not specified here, they will be notified if and when the hiring is approved and payment is due within 7 days of notification of approval).**

- (b) to comply with the Conditions of Hire including the indemnities set out in Conditions 7 and 8, and the insurance requirements in Condition 8.

#### **HIRER**

**Please check that you have a copy of the Conditions of Hire**

**Dated:** ..... **Day** ..... **Month** ..... **Year**

**Signed:** ..... (I certify that I am over 18 years of age)  
(for and on behalf of the Organisation)

**Please tick the box if the hirer's cover provided by  
West Sussex County Council's insurers is required**

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If not, please supply a copy of your own insurance policy/broker's letter confirming comparable cover.