

**School Letting Agreement**

This agreement relates to the letting reference number above to which your initial application was made.

The Governing Body of		Feltham Hill Infant and Nursery School			
The Hirer (Full name of applicant)					
Full address including postcode (Individual or Organisation)					
Phone No		Email			
Area(s) of school to be used.		Community Centre (35m <sup>2</sup> - Max 30 to 40 people)		Big Hall (192.5m <sup>2</sup> - Max 120 people)	
Specific nature of use					
Maximum number of participants and age range					
Date(s) of Hire:		Period(s) of Hire <i>If applicable</i>			
Start Time:		Finish Time:			
Fee (specify per hour or per session):					

The Governing Body agrees to let the premises to the Hirer on the date(s) and for the period(s) mentioned above, upon payment of the fee specified.

The Hirer accepts all the conditions of hire as set out in the attached **Terms and Conditions (Appendix 3)** document and **Initial Letting Application** that was made.

The Hirer's attention is specifically drawn to the indemnities contained in the hire conditions, and the need to obtain suitable insurance cover for any loss, damage or injury.

I have read and understood the conditions required of me as the Hirer. I confirm that I am over 18 years of age, and that the information provided on this form is correct.

The Hirer:

<b>Signed:</b> Type name if sending electronically.		<b>Date:</b>	
<b>Print Name:</b>			

Please ensure you complete and return this agreement with any invoice payment agreed.

On behalf of the Governing Body:

<b>Signed:</b> Type name if sending electronically.		<b>Date:</b>	
<b>Print Name:</b>			

### For Office Use Only

<b>Letting Type:</b>	Individual (one-off) DEPOSIT - 50% of total lettings FINAL BALANCE - 7 - 14 days before	Series of Lettings DEPOSIT - 25% of total lettings FINAL BALANCE - 21 days before final day	
<b>Invoice Raised:</b> <b>Invoice Amount:</b> <b>Invoice Number:</b> <b>Payment Received:</b>	Deposit Invoice	Final Invoice	Complete Invoice
<b>Requested Evidence Received (if applicable)</b>			
DBS Insurance Risk Assessment Qualifications Performing License Promotional Material H&S Policy Accident reporting procedure First aid qualifications Proof of commercial status			