

Lettings Policy

Aragon Primary School



Approved by:	Aragon Governing Body	Date: June 2025
Last reviewed on:	June 2025	
Next review due by:	June 2026	

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1. Aims and scope

We aim to:

- Make sure the school's premises and facilities can be used, where appropriate, to support community or commercial organisations
- Allow the hiring of the premises without using the school's delegated budget to subsidise this
- Charge for the use of the premises to cover the costs of hire and, where appropriate, raise additional funds for the school
- Not let any hiring out of the premises interfere with the school's primary purpose of providing education to its pupils
- Hire out facilities in a way that is safe, following government guidelines and the school's risk assessment(s)

2. Areas available for hire

2.1 Available areas

The school will permit the hire of the following areas:

- Downstairs hall
- Upstairs hall
- After-school club
- Classrooms
- External holiday club
- ICT Suite

2.2 Capacity and charging rates

The maximum capacity and rates for hiring each area are as follows:

AREA	CAPACITY	COST
Downstairs hall	173	Weekdays £30 per hour Weekends £50 per hour
Upstairs hall	247	Weekdays £30 per hour Weekends £50 per hour
After-school Club	50	Weekdays £30 per hour Weekends £50 per hour

AREA	CAPACITY	COST
Classrooms	40	Weekdays £30 per hour Weekends £50 per hour
External holiday club	300	Weekdays £25 per hour Weekends £50 per hour
ICT Suite	30	Weekdays £40 per hour Weekends £60 per hour

3. Charging rates and principles

3.1 Rates

The rates for hiring out different areas are listed in the table in the section above. We may decide that certain organisations or activities can use the premises for a reduced rate, or free of charge, if it supports the core aims of the school.

We may decide to impose an additional cleaning fee on top of the hiring rates.

School staff will be granted a 50% discount.

3.2 Cancellations

We reserve the right to cancel any agreed hiring with a minimum of 7 days' notice.

A full refund will be issued if we do cancel a hire. The school shall not be liable for any indirect or consequential losses, including (without limitation) any loss of profits, loss of business or the loss of any revenue arising out of the cancellation of any hire.

The hirer of the premises can cancel any hire with a minimum of 7 days' notice. If less notice than this is given, the licensee shall not be entitled to a refund.

3.3 Breakages and Damages

Any breakages, damages, or the need for replacements due to damage caused during the hire period will be charged to the hirer. The hirer is responsible for ensuring that all items and property are returned in the same condition as they were at the start of the hire period. Any costs incurred for repairs or replacements will be billed directly to the hirer.

4. Application process

Those wishing to hire the premises should fill out the hire request form, which you can find in appendix 1 of this policy, and read the terms and conditions of hire set out in section 5.

The hirer should fill out and sign the hire request form and submit it to the school office. Approval of the request will be determined by Zoey Kennett, Lettings Administrator.

If the request is approved, we will contact the hirer with details of how to submit payment and make arrangements for the date and time in question. We will also send on details of the emergency evacuation procedures and other relevant health and safety documents. The hirer will also need to provide proof of its public liability insurance, safeguarding checks and child protection policies/ procedures.

We reserve the right to decline any applications at our absolute discretion, in particular where the organisation does not uphold the values of the school or reputational damage may occur.

5. Terms and conditions of hire

The following terms and conditions must be adhered to in the hiring of the school premises. Any breach of these terms will result in cancellation of future hires without refund.

1. "Hirer" means the person or entity identified in the relevant hire request form.
 2. The hirer shall pay the full amount as stipulated by the school, and shall not be entitled to set off any amount owing to the school against any liability, whether past or future, of the school to the licensee.
 3. The hirer shall occupy the part(s) of the premises agreed upon as a non-exclusive license and no relationship of landlord and tenant is created between the hirer and the school by this licence.
 4. The hirer shall not sub-licence any of the premises under the licence.
 5. The hirer shall not use the premises for any purpose other than that agreed upon in the licence, as set out in the hire request form.
 6. Any additional uses of the premises not agreed in writing by the school will result in the immediate termination of the licence.
 7. The school shall retain control, possession and management of the premises and the hirer has no right to exclude the school from the premises.
 8. The hirer shall be responsible for all matters relating to health and safety and shall be responsible for those in attendance during the specified time.
 9. The hirer must take out its own public liability insurance with a reputable insurer approved by the school and, where requested by the school, shall provide a copy of the relevant insurance certificate no less than 7 days before the start date of the licence.
 10. The hirer shall not conduct, nor permit or suffer any other person to conduct, any illegal or immoral act on the premises, nor any act that may invalidate any insurance policy taken out by the school in relation to the premises.
 11. The hirer shall indemnify and keep indemnified the school from and against:
 - a. Any damage to the premises or school equipment.
 - b. Any claim by any third party against the school.
 - c. All losses, claims, demands, fines, expenses, costs (including legal costs) and liabilities, arising directly or indirectly out of any breach by the hirer of the licence or any act or omission of the hirer or any person allowed by the hirer to enter the premises.
 12. Save that nothing in the licence shall exclude or limit either party's liability for personal injury or death arising from the negligence of either party or any other liability that cannot be excluded by law, the school shall not be responsible for any losses of a direct or indirect nature, and its maximum liability to the hirer shall not exceed the total fees paid or to be paid to the school by the hirer under the licence.
 13. Any cancellations by the school made with at least 7 days' notice will be refunded.
 14. Any cancellations by the hirer received with less than 7 days' notice will not be refunded.
 15. The hirer will read the emergency evacuation procedures and be ready to follow them in the event of a fire or other similar emergency.
 16. The hirer will leave the premises in the condition it was found in, leaving the area clean and tidy and not leaving any of their own equipment behind.
 17. The hirer will clean the premises after use.
 18. The hirer shall not display any advertisement, signage, banners, posters or other such notices on the premises without prior written agreement from the school.
 19. If the hirer breaches any of the terms and conditions, the school reserves the right to terminate the licence and retain any fees already paid to the school, without affecting any other right or remedy available to the school under the licence or otherwise.
 20. The hirer shall observe the maximum capacity rules of the part(s) of the premises being hired and not allow this to be breached.
 21. The hirer will acquire all appropriate additional licences for any activities they are running, including those required for use of any third party intellectual property.
 22. The hirer is responsible for carrying out any risk assessments of the premises relating to the activities it is running.
 23. The hirer shall comply with all applicable laws and regulations relating to its use of the premises.
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24. The school's premises hire policy, the relevant hire request form submitted by the hirer and the relevant hire confirmation letter issued by the school shall apply to and are incorporated in the licence.
25. This licence shall be governed, construed and interpreted in accordance with the laws of England and Wales.
26. The school and the hirer irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising from this licence.

6. Safeguarding

The school is dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement of hire that hirers abide by the Keeping Children Safe in Out-of-School Settings: Code of Practice and the schools' requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the hire being terminated. This includes implementing robust health and safety policies, clear safeguarding and child protection measures, and ensuring the suitability of all staff and volunteers through appropriate vetting processes.

It is the responsibility of the hirers to ensure that safeguarding measures & policies are in place while hiring out the space.

If there is a chance that those hiring the premises will come into contact with pupils, for example if the hire occurs during school hours, or when pupils may be present in the school (during after-school clubs or extra-curricular activities), we will ask for confirmation that the hirers have had the appropriate level of DBS check.

The hirer will be required to have appropriate safeguarding policies in place, including safeguarding and child protection, and shall provide copies of these policies on request to the school.

The hirer understands that if our school receives an allegation relating to an incident where an individual or organisation is using our school premises for running an activity for children, we will follow our usual safeguarding procedures and inform our local authority designated officer (LADO).

Hirers are responsible for maintaining these standards throughout the hire period and must be prepared to provide evidence of compliance upon request. Failure to adhere to these guidelines may result in termination of the hire agreement.

Source [Keeping Children Safe: Parental Guidance \(dofe.org\)](https://www.dofe.org/parental-guidance)

7. Health and Safety

The school is committed to the health and safety of its pupils and staff and all those who use the school site. It is a requirement of the hire that hirers promote the health, safety, and welfare of those using the site,

1. It is the responsibility of the hirer to undertake a risk assessment and identify any issues with the school before the letting commences.
2. Hirers are required to report damage or breakages to the Site Manager as soon as is practical, either by e-mail or phone.
3. The hirer will ensure that there is compliance with current health and safety and other appropriate legislation
4. Before starting any letting, the hirer should assess the facilities and equipment for damage. The hirer should inform the Site Manager immediately if damage is discovered.
5. Any equipment brought onto the site by the hirer or participants must be maintained and tested to suitable standards and operated according to the manufacturer's instructions and appropriate for the activities undertaken.
6. Any equipment brought onto the premises (e.g., scenery, drapes, curtains) must be rendered fire retardant to a standard acceptable to the school.
7. The hirer should have a list of lawful people (e.g., participants) attending the school (available on request by the school) related to the letting in case of evacuation to inform the emergency services.

8. The hirer is responsible for ensuring a suitably qualified First Aider is present and any accidents/injuries are formally reported to a school representative. If a first aider is not present, then the school will require written confirmation from all participants that they are aware of this and undertake all activities at their own risk.
9. It is the responsibility of the hirer to inform all lawful participants (e.g. organisers and participants in an activity) involved in the letting:
 - a. To observe the legal instructions of school staff relating to the use of, and access to the premises.
 - b. To behave with decorum and not in a manner detrimental to other users in any way or that will be detrimental to the reputation of the school.
 - c. To follow fire evacuation procedures as advised by the school.
 - d. The school grounds and buildings are strictly no smoking.
 - e. No alcohol will be brought to or consumed on the premises.
 - f. All users are responsible for health and safety and that breakages and damages must be reported
 - g. To respect our neighbours when arriving or leaving the premises
 - h. If cars are parked on the road-side they are parked with due consideration of our neighbours. Advise users to use public transport, cycle or walk to the venue wherever possible.
 - i. If appropriate, ensure that changing rooms and toilets are used for single sex changing and changing in public areas is not acceptable.
 - j. Access to other areas of the school, apart from those hire, is prohibited
 - k. The hirer shall not use the premises for any other purpose than that described in the contract
 - l. The hirer must ensure that any marketing material (including tickets) using the name of the school or its logo shall only use images approved by the school.
 - m. No data (images or personal information) of pupils or staff or of the school buildings may be removed from the school.
 - n. The hirer must not allow animals (except guide dogs), dangerous goods, or goods/materials that might be deemed detrimental to the school unless permission is obtained from the Governing Body
 - o. The hirer shall notify the Site Manager if special licenses are required (e.g., for public events). The hirer will normally acquire such licenses but if the school incurs any cost as a result this will be chargeable to the hirer

7.1 Fire Drill and Emergency Evacuation

The alarm bell to signal evacuation of the building/outside areas is a continuous ring of the school bell. It is **ALWAYS** to be taken as a serious signal.

The following procedure should be followed:

- On hearing the fire bell, hirers and their groups should leave the area they are in (shut windows, if appropriate, where this will not cause delay and shut the door on exit) and follow the shortest route to the main playground.
- Once out of a building **NEVER** take short cuts through other buildings.
- The group leader should then check that all members of the group have left the area and immediately let the member of Aragon staff on duty know if anyone is missing.
- Bags and coats should be left behind.
- The fire alarm system will automatically call the fire service.

This policy was reviewed in June 2025 and will be reviewed again in June 2026.

Appendix 1: Hire request form

Before filling out a request form, please familiarise yourself with our terms and conditions for the hire of our premises and our rates of hire, which you can find in sections 2 and 5 of this policy. If you have any questions, please contact Zoey Kennett, Lettings Administrator.

Name of applicant/organisation and company number (where applicable)	
Applicant contact details	Address: Phone no: Email address:
Areas to be hired	
Days required	
Reason for hire	
Price per hour (see page 2)	
Preferred method of contact	
Purpose/activity of organisation	
Part of the premises requesting to be hired	
Date and time of first hire	
Is this a recurring request, or one off? If recurring, indicate the frequency and number of occurrences (e.g. weekly, 10 weeks)	
Number of expected participants in the activity	

Additional equipment you will require from the school (please note we may not always be able to provide this, but will inform you where this is/is not possible)	
Additional equipment you will be providing yourself	
Confirmation and details of the safeguarding and child protection arrangements you have in place	

By signing below, I agree to the terms and conditions set out in the school's premises hire policy.

Individual / Company Name _____

Position _____

Signature _____ Date _____

Agreed & Accepted By:

The Headteacher

Clare Ryder

Signature _____ Date _____

Please return this form via email to trustfinance@willowlearningtrust.org.uk & zkennett@aragon.merton.sch.uk

We will be in touch to inform you if your application is successful, and if so, details of the full cost and documents that will need to be shared.



Appendix B

Hiring of School Premises Standard Terms and Conditions 2025/26

These terms and conditions and a signed Contract for Hire of Premises at Aragon form the Contract between Aragon School and the hirer. The hirer should read the contents carefully because, unless otherwise stated, these terms and conditions will apply. If you need clarity please contact the Site Manager. The hire agreement also requires the hirer to complete the Risk Assessment and should it be necessary an Incident Report and Damage Report. Any verbal discussion will only be considered binding if it is written into one of the contract documents and noted as agreed by an authorised member of the school staff.

Terminology:

Hirer = the person(s) or organisation hiring facilities (or proposing to hire)

The contract for hire of school facilities or premises is with **Aragon Primary School Governors**.

1. Facilities and Booking Arrangements

- All bookings will be made through the **Office Administrator, Mrs Zoey Kennett by the school email at ZKennett@aragon.merton.sch.uk** or contact the school by **telephone 020 8337 0505**.
- **Mrs Zoey Kennett** will provide information on the availability of hired space based on the school calendar, other bookings and the school maintenance plan.
- The school encourages widening access and will provide reasonable access to significant areas of the school for those with mobility difficulties. It should be recognised, however, that not all areas are currently accessible. **The Site Manager** will be able to offer advice on access arrangements.
- The school retains the right to control the facilities and if its representative believes inappropriate (e.g. unlawful or unsafe activities) activities are taking place may close the facility during the hire period. Where an activity is deemed unlawful or unsafe then the school reserves the right to close the facility immediately. Discussion may need to take place thereafter to ascertain whether adjustments can be made to enable future bookings to continue. Wherever possible, other options will be explored with the hirer and an immediate reconciliation found. There will be no compensation paid by the school as a result of such a sanction. A written report, prepared by the school, will be provided to the hirer to explain the circumstances should such an action take place.
- If requests are made which the school considers not being reasonable (or is beyond the normal contracts of staff) then a charge may be levied. This charge will be notified to the hirer, wherever possible, in advance, otherwise will be notified after the event.

- The school is not responsible for the loss or damage to equipment left on the premises by hirers.
- The school is not responsible for the loss or damage to property brought onto the premises.
- While the school does not accept responsibility for lost property, any property that is found will be registered, and later disposed of according to school policy.
- The school is excluded from liability should loss or damage be incurred as a result of: Failure in power or equipment beyond the reasonable control of the school.
Failure by an agent/contractor which are beyond the reasonable control of the school.
- The school is also excluded from liability for any injury (including death) to any person, loss or damage to property unless caused directly by the actions of school employees, and then only fair and reasonable in relation to the actions of the employee.
- The school will ensure that regular risk assessment inspections are undertaken on the premises hired which will be available to hirers on request. Any damaged equipment or buildings will be repaired or replaced or made safe or the hirer will be notified of any hazards where the damage has not been rectified.
- The school will ensure that hirers are aware of fire evacuation procedures. First aid equipment is the sole responsibility of the hirers
- In the case of a major incident, the Hirer should contact the emergency services as appropriate
- **Hire Charges** will be determined by the **Governing Body**.
- Additional charges may be applicable such as additional cleaning after the hire which will be advised to the hirer by the school
- Long term, hiring charges may be reviewed periodically by the school and notified to the hirer in writing, giving reasonable notice, any changes as a result of that review
- Normally a non- refundable reservation deposit will be required (determined by the school) which should be paid on confirmation of the booking when the contract is signed
- **Cancellation by Aragon Primary School.** Should a hired space not be available, for whatever reason, then the school will notify the hirer and either, endeavour to provide suitable alternative arrangements, or cancel the booking at no charge to the hirer. The school will not be liable for any losses as a result of such a cancellation whether this is a loss to the hirer, any legal participant, agent or others involved in the hiring. The school will endeavour, of course, to only cancel as a last resort and will use its best endeavours to give the hirer reasonable notice.

2. Obligations of the Hirer and any participant legally involved in the hire

- The hirer is obliged to complete and sign a formal contract identifying requirements, and by signing the contract agrees to these terms and conditions
- The hirer should provide a current **DBS** for adults (over the age of 18) if assisting in any way with the activity, that the premises is hired for
- Should ensure that the responsible adult (the hirer) is aware of their **PREVENT duty**- see **Lettings Policy**

- The hirer should ensure that activities held within the school are sympathetic with and are not in contradiction to the ethos/mission of the school. If in doubt contact **Mrs Zoey Kennett** for advice
- All activities must be lawful and the facilities have a risk assessment undertaken by the hirer in relation to the purpose of the hire. The school requires its risk assessment form to be completed for all activities. The hirers risk assessment documentation may be acceptable to the school but this must be agreed in advance and copies provided.
- The hirer is responsible for booking sufficient time for the activity (including adequate time to set up and prepare rooms for their purpose and clearing them afterwards) unless agreed in writing with the **Governing Body**.
- The hirer should permit key holding school staff to enter the premises without charge and must not prevent lawful entry of the emergency services.
- The hirer is to ensure that the premises are only occupied for the period of the hire and the premises are vacated at the end of that period
- Cancellation/Amendments: The hirer should provide the school with one months' notice of cancellation or amendment. The deposit is required to be paid before the premises are considered to be booked and is non-refundable and will therefore be retained by the school. In addition, the terms of cancellation/amendment are:
- Public Liability Insurance. The hirer shall ensure that they have a current policy of insurance to cover its public liability appropriate to the activity being performed. A copy of the insurance certificate must be provided to the school before the hirer can occupy the premises, and then on the renewal of the insurance (at least annually). A copy of a current insurance certificate shall also be produced if requested by a representative of the school
- Premises hired will be provided clean and in good repair. The hirer is to ensure that the facilities are left in a similar condition, with equipment returned to storage (if appropriate) after the period of hire

Health and safety welfare of users.

- All users should be aware of their duty and commitment to **safeguarding and promoting the welfare of children and young people**.
- All users should ensure that children are cared for appropriately and safeguarded from any harm
- All users should be aware of their **PREVENT** duty and ensure visitors are appropriately supervised and briefed on **PREVENT**
- It is the responsibility of the hirer to undertake a risk assessment and identify any issues with the school before any event
- Hirers are required to report damage or breakages to the **Lettings Administrator** as soon as is practical, either by e-mail or pro-forma available from the **Lettings Administrator**.
- The hirer may be charged for the repair or replacement as a result of breakages or damages or loss incurred to the property belonging to the school or any other third party during the period of hire. The hirer may also be charged for the cost of necessary cleaning of premises after the hire, if it is required, to ensure they are sufficiently clean for normal school use
- No equipment belonging to the school may be removed without express written authorisation from the **Governing Body**

- There should be no alteration to the fabric of the premises or fixtures or fittings within the premises. Fire extinguishers, for example, must remain in their location
- The hirer will ensure that there is compliance with current health and safety and other appropriate legislation
- Before starting any event, the hirer should assess the facilities and equipment for damage. The hirer should inform the **Lettings Administrator** immediately if damage is discovered using the Incident Form indicating that the damage was noticed and notified
- Any equipment brought onto the site by the hirer or participants must be maintained and tested to suitable standards and operated according to the manufacturer's instructions and appropriate for the activities undertaken. Aragon School reserves the right to inspect equipment brought onto the site by hirers – these inspections may be undertaken by contractors on behalf of the school.
- Any equipment brought onto the premises (e.g., scenery, drapes, curtains) must be rendered fire retardant to a standard acceptable to the school
- Deliveries, storage and removal. Only deliveries and storage agreed in the contract will be accepted by the school. Removal should take place by the agreed time while meeting the other terms and conditions of this document. While the school will endeavour to keep the equipment safe, the school will not be held liable for damage or loss of such equipment or materials
- Should the hirer require seating or other equipment in addition to that supplied by the school as agreed in the contract, it should be obtained by, and costs incurred by, the hirer. Any such equipment should be designed not to damage. Delivery and removal should be within the booked hiring time unless by specific agreement
- The hirer is responsible for lost property. Should lost property be found by the school it will be registered and disposed of according to school policy.
- The hirer should have a list of lawful people (e.g., participants) attending the school (available on request by the school) related to the hiring in case of evacuation to inform the emergency services.
- The hirer is responsible for ensuring a suitably qualified First Aider is present and any accidents/injuries are formally reported to a school representative.
- The hirer will ensure that appropriately trained persons are present to ensure the health and safety of the participants, and are suitably qualified to give instruction (if appropriate) on the use of equipment, and are capable of taking appropriate action in emergency situations.
- Should the hirer provide additional personnel to prepare for a letting, these shall be subject to the same terms & conditions as the hirer.
- It is the responsibility of the hirer to inform all lawful participants (e.g. organisers and participants in an activity) involved in the hiring that:
 - ❖ Observe the legal instructions of school staff relating to the use of, and access to the premises.
 - ❖ The hirer must supply full details of the use of the letting. The hirer must ensure that there will be no terrorist and extremist influences or prejudiced views.
 - ❖ To behave with decorum and not in a manner detrimental to other users in any way or that will be detrimental to the reputation of the school;
 - ❖ Fire evacuation procedures as advised by the school;
 - ❖ The school grounds and buildings are strictly no smoking;
 - ❖ No intoxicating liquor will be brought to or consumed on the premises unless specifically approved.
 - ❖ All users are responsible for health and safety and that breakages and damages must be reported;

- ❖ To respect our neighbours when arriving or leaving the premises
 - ❖ That if cars are parked on the road-side they are parked with due consideration of our neighbours. Advise users to use public transport, cycle or walk to the venue wherever possible;
 - ❖ To drive carefully when approaching or leaving the school.
 - ❖ Ensure that changing rooms and toilets are used for single sex changing and changing in public areas is not acceptable;
 - ❖ Access to other areas of the school, apart from those hire, is prohibited;
- **Full payment** unless otherwise agreed, will be made 1 month in advance of the letting.
 - Any over-runs may be charged for at a rate notified in each contract – at a rate based on every additional part half-hour. Notwithstanding the school reserves the right to ask the hirer to leave immediately if the event over-runs, and any cost incurred clearing up will be charged to the hirer.
 - Where additional facilities are requested, or where additional amounts are payable then the school reserves the right to charge these to the hirer.
 - It is the obligation of the hirer to ensure that there is no infringement of copyright in the case of entertainment productions etc. (e.g., for the use of musical scores/scripts) and requirement of the Performing Right Society (or any other similar body) must be fulfilled.
 - If the hiring is for the purpose of showing film or television or other similar material the hirer must ascertain from **Merton Council** whether or not a licence is required under the provisions of the Cinemas Act 1985 (or any modification re-enactment). If a licence is required, it is the hirer's responsibility to obtain it and show it to the school before the hiring date.
 - Sub- letting is not permitted.
 - The hirer shall not use the premises for any other purpose than that described in the contract.
 - The hirer must ensure that any marketing material (including tickets) using the name of the school or its logo shall only use images approved by the school.
 - No data (images or personal information) of pupils or staff or of the school buildings may be removed from the school.
 - The hirer must not allow animals (except guide dogs), dangerous goods, or goods/materials that might be deemed detrimental to the school unless permission is obtained from the **Governing Body**.
 - The hirer shall notify the **Lettings Administrator** if special licences are required (e.g., for public events). The hirer will normally acquire such licences but if the school incurs any cost as a result this will be chargeable to the hirer.
 - Where a Licence to sell intoxicating liquor is necessary for a function the responsibility for obtaining such a licence is solely the responsibility of the hirer.
 - Only lawful activities are permitted during any hire of premises at Aragon School.
 - In the case of lettings for music, singing, dancing or stage plays the entertainment must be for a closed organisation such as a society or club or by invitation only.
 - Where the school representatives believe there is a breach of these terms the hirer and the participants may be asked to vacate the premises. This will only take place as a last resort.

- A dispute resolution process is in place in order to facilitate the smooth operation for hirers and the effective running of the school
- This contract is subject to English Law.
- Force Majeure. The school will not be liable for the cancellation of a hire which is the result of flood, fire or any other Acts of God, or the result of riot, disorder or acts of terrorism or anything of a similar nature.

Signed and agreed by

.....
(Hirer)

.....
(Headteacher)

Date.....

Date.....

Office Use Only:

	Received: (Y/N)	Received By:
Safeguarding Policy		
Declaration of Safeguarding Checks		
Certificate of Insurance		