



Abbot Beyne School

Application Form for Letting 2020-21

Name / Organisation:

.....

Dates required:

.....

Length of time required:

From: To:

Rooms required (Please tick)

Hall

Gym

Dining Room

Classroom(s) – please indicate which room(s) _____

Football Pitch

Name, address and telephone number of contact during session:

I, the organiser of the above event, am aware that Abbot Beyne School has adopted a policy of **No Smoking** at any time in any of the buildings or on the school grounds.



The hirer must ensure that:

- No participants or members of the public enter the school building at anytime
- The site is cleared of participants at the end of the letting
- All litter occasioned by the event is cleared
- All charges will be paid in advance of lettings
- Failure to comply with the above may lead to a termination of the contract.

There must be no commercial activity during the hiring without the permission of the Site Supervisor.
I hereby make an application for the hire of the accommodation and facilities stated above and agree to abide by the conditions of use specified in the documentation.

Insurance

*Public Liability insurance is being provided by the County Council's Third Party Hirers' Insurance Policy. I can confirm that I have read the Summary of Cover (attached) and fully understand the nature of the insurance being provided including the policy conditions and exclusions which apply.

*Public Liability insurance is **not** being provided by the County Council's Third Party Hirers' Insurance Policy. Therefore, I can confirm that I have arranged Public Liability insurance in the name of the individual/organisation hiring the school premises of indemnity of at least £5,000,000.

Please attach a copy of insurance with completed form.

***delete as appropriate**

NB **We accept no responsibility for hirer's property**

I agree to abide by the contract with Abbot Beyne School.

Signed on behalf of (Print Name of Organisation)

Date:

Signature of Abbot Beyne School Representative

..... (Site Supervisor)

Date:



Third Party Hirers; Insurance Policy – Summary of Cover

The policy will indemnify the Insured (the Hirer) against all sums which the insured shall become legally liable to pay as compensation arising out of:

- (a) Accidental bodily injury or illness (fatal or otherwise) to any person and/or
- (b) Accidental loss of or accidental damage caused to third party property

Details of policy cover are set out below:

1. Persons/Organisations Insured – Individuals and organisations which would not normally be expected to have their own Public Liability Insurance hiring premises owned by Staffordshire County Council
2. Occupations & Activities – The activities of the Insured (see above) at the premises owned by Staffordshire County Council
3. The intention of this policy is to protect the Hirer where a claim of negligence is made against them by a third party
4. The Insurer will indemnify the Hirer in respect of all sums which the Hirer may become legally liable to pay as damage and claimants' costs and expenses for:-
 - (a) accidental injury to any person (other than the employee of the Hirer if such injury arises out of and in the course of employment by the Hirer)
 - (b) accidental damage to the premises or the contents of the premises subject to the liability of the insurer not exceeding £100,000 in any one claim in respect of legal liability which attaches to the Hirer solely by reason of the agreement that would not have attached in the absence of such agreement
 - (c) accidental damage to other property not belonging to nor in the custody or control of the Hirer or of any person in the Hirer's service occurring during the period of insurance arising out of activities of the Hirer at the premises
5. The policy will not apply in respect of the use of the premises for the following:
 - (a) Meetings organised by political parties
 - (b) Professional entertainment promotions
 - (c) Commercial or business use
 - (d) Hire of playgrounds and playing fields **unless** as part of hiring for the school buildings. Where only the playground or playing fields is hired separate Public Liability must be in place to protect any legal liability attaching to the Hirer.
6. The limit of indemnity under the policy is currently £5,000,000
7. The policy **only** applies whilst the individual/organisation is using Council premises
8. If any other insurance covers the same loss, damage or liability this insurance will not pay any amount covered by such insurance