Warwickshire County Council Application for Hire of School Premises

 Out of School Hours

ALL applications should be forwarded to the head of the establishment in which accommodation is required at least 14 DAYS before the hiring is due to take place. To hire swimming pools, Form B must be completed

**Part I - HIRER** (Please complete in block letters)

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| --- |
| Premises/School: |
| Name of Hirer: |
| Name of Organisation: |
| Name and Address for Invoice:Daytime Telephone No.: |

**Part II - HIRING DETAILS** *(Please tick appropriate box)*

|  |  |  |
| --- | --- | --- |
| **🞎** | **EITHER:** | **Single Hiring:**  |
|  |  | Date of Hire |  |
|  |  | Start Time: | End Time: |
|  |  |  |  |
| **🞎** | **OR:** | **Multiple Hiring:**  |
|  |  | Date of first hiring: | Date of last hiring: |
|  |  | Start Time: | End Time: |
|  |  | Total No. of hiring’s |  |

**Part III - ACCOMMODATION** - including use of kitchen. Specify clearly and accurately as only officially authorised accommodation will be available at time of use.

|  |  |  |
| --- | --- | --- |
| Rooms/hall/gym area etc. required: |  |  |
| Purpose of hire (social/training/sale): |  | Approx. numbers: |
| If entertainment/music/dancing do you need a Temporary Event Notice+? Y / N | + (See website of local authority on licencing, you are advised not to apply until booking confirmed) | Will alcohol be consumed? Y / NWill alcohol be sold+? Y / N  |
| Participants: all children? Y / N | If yes state ages: | All adults/mixed: Y / N |
| Will chairs be required? Y / N | If so how many? (Caretaker time chargeable): |
| Piano required?(if available) Y / N | Will a charge be made to participants?: Y / N |
| Are public to be admitted? Y / N | The charge is for? (subs/fundraising/profit/fees) |

**Part IV - GROUNDS AND EXTERNAL AREAS –** Vehicles are not permitted on grassed areas. Car boot sales on hard surfaces only is allowed. Any damage will be chargeable including clearing and disposing of litter left behind.

|  |
| --- |
| Pitch required (cricket, football): |
| Hard surfaces (playground, car park):- Playgrounds are not designed for car parking. Check with Headteacher whether you can use it for this purpose. |
| Nature of use (sports/sale/fete):Approx. setting and clearing up times to be added: |
| Will access be required the next day for clearing up purposes? Y / N | Time? ( to be agreed): |

## Part V Safeguarding and Disclosure and Barring Service (DBS) check

### **Applies if your use involves children and/or vulnerable adults and is not a family occasion/event, e.g. birthday party**

|  |  |
| --- | --- |
| Name of Organiser | DBS certificate no. |
| Name of staff/helpers | DBS certificate no. |
| Name of staff/helpers | DBS certificate no. |
| Name of staff/helpers | DBS certificate no. |
| Name of staff/helpers | DBS certificate no. |

If more people involved please provide a separate list attached to this application.

**If purpose of hire is childcare provision for children under 8, complete the following:**

|  |  |
| --- | --- |
| List policies and procedures in place for the safeguarding of children and to comply with Childcare (Disqualifications) Regs 2009(Copies may be requested prior to confirmation of hire) |  |
| Are procedures in place to gather sufficient and accurate information on whether staff in a relevant childcare setting is disqualified by association? |  |

**PLEASE READ AND SIGN BOTH DECLARATIONS AT PART VI AND VII OVERLEAF AND PASS FORM TO THE HEAD OF ESTABLISHMENT. *Forms received without signatures will be returned.***

## Part VI - INSURANCE COVER

To comply with condition 4.1.8 of the Policy, Terms and Conditions

I hereby indemnify Warwickshire County Council for any claims made against the Council and also for any claims of the Council in respect of damage to its property arising from its use during my hire.

*\* Please delete whichever is not applicable:*

\*(a) I maintain a Public Liability Insurance Policy the details of which are as follows:

Policy Number: Expiry Date: Indemnity Limit £

Name and Address of Insurance Company:

\*(b) (i) I wish to be covered by the Council's Public Liability Hirers' Insurance Policy during the period of hiring and agree to pay the premium cost in addition to the hiring charge.

(ii) I understand that there is an excess of £100.00 for each and every claim payable by me in the event of a claim for loss or damage to the Council's and Third Party property arising from my hire of the premises.

(iii) I understand the cover of the policy does **not** provide cover for sporting, after-school clubs and other such activities where professional skills and instruction are essential to organise and manage and I am/we are required to make our own arrangements to provide cover for such activities and undertake to do so.

(iv) I hereby undertake that in the event of claims arising during my hire of the County Council's premises I shall not admit liability to the claimant but immediately forward such claims with a brief report on the incident to the WCC, **Claims Team, Law & Governance, Resources Group**, PO Box 9 Shire Hall, Warwick CV34 4RR, through the headteacher or manager of the establishment.

Signature Date

**Part VII - DECLARATION** (*Please read before signing and tick boxes that apply to your declaration)*

I have received a copy of the Conditions for the Hiring of Educational Premises and Grounds out of Normal Hours and agree to be bound by them. I also agree to comply with all obligations imposed by statute, regulation, byelaw, order or licensing relevant to the use by me of the premises and grounds. In particular, and without prejudice to the generality of the foregoing, I agree to observe the requirements of any entertainment, performance and music and alcohol Licences, Copyrights, Designs and Patents and to obtain, and produce on demand when requested to do so, all licences necessary and with particular regard to the requirements of the Licensing Act 2003. **+(Note, if you are selling alcohol, performing/providing music/dance etc a Temporary Event Notice will need to be produced)**

**🞎** I certify that **SOME/ALL\*** adults working with children or vulnerable adults in an eligible role have undergone the necessary DBS checks as per certificate numbers provided.

**🞎** I provide/manage childcare for children under the age of 8 years and confirm appropriate policies and procedures are in place, including accurate information on disqualification by association to ensure children are safeguarded and to comply with The Childcare Act 2006 and Childcare (Disqualification) Regs 2009.

I agree to pay the charges due as required, and hereby certify that the premises and grounds will be used only for the purpose stated.

I have read and understood Part VI - Insurance Cover and:

**Either: 🞎** I attach official evidence of my Public Liability Insurance Policy

**Or: 🞎** I wish to be covered by the Council's Public Liability Hirers' Insurance Policy.

**I am over 18 years of age.**

**Signature**  **Date**

It is confirmed that the accommodation requested is available on the date(s) requested, the Head is informed, and the hiring approved **\***(including specific agreement for adults without DBS checks) by or on behalf of the Governors. The applicant has been informed accordingly.

Date: Clerk to Govs/Head/Business Manager \_\_\_\_

**\*please delete whichever does not apply**