

**HIRE AGREEMENT**

1. **The SBM of:**.....
2. **The Hirer:**.....  
 Address:.....  
 Telephone :.....  
 Email Address:.....
3. Areas of the School to be Used:.....
4. Specific Nature of Use:.....
5. Maximum Attendance: .....
6. Details of any School Equipment to be Used:.....
7. Date(s) of Hire: .....
8. Period(s) of Hire:.....
9. Total cost of letting:.....
10. The SBM agrees to hire the premises to the Hirer on the date(s) and for the period(s) mentioned above, upon payment of the fee specified.
11. The Hirer accepts all the conditions of hire as set out in the Terms and Conditions document. **(Appendix:2)**
12. The Hirer's attention is specifically drawn to the indemnities contained in the hire conditions, and the need to ensure that suitable insurance cover is in place for any loss, damage or injury.
13. The Hirer accepts that they are solely responsible for GDPR compliance.
14. The Hirer accepts that it is their responsibility to adhere to COVID-19 restrictions/regulations.

Please sign and return this document no later than .....(1 week from receipt of application)

**Signatures:** ..... (The Hirer)

.....(On behalf of the SBM/HT)