



Leighton Park Enterprises Ltd on behalf of Leighton Park School

Hiring Agreement

This Hire Agreement dated \_\_\_\_\_ is made between Leighton Park School ("The School") and the HIRER named below whereby in consideration of the sums(s) mentioned:

The School agrees to permit the HIRER (1) to use the Premises (4) for the Licence Period(s) (3) all described below:

1) Hirer Contact Details

Name of Organisation (Hirer) \_\_\_\_\_
Name of Contact \_\_\_\_\_
Address of Organisation (Hirer) \_\_\_\_\_ Post Code \_\_\_\_\_
Telephone Number (day time) \_\_\_\_\_ Mobile Number \_\_\_\_\_
Email \_\_\_\_\_

2) Invoice Details (if different from above)

Name of Contact \_\_\_\_\_
Address of Contact \_\_\_\_\_ Post Code \_\_\_\_\_
Telephone Number (day time) \_\_\_\_\_ Mobile Number \_\_\_\_\_
Email \_\_\_\_\_

3) Booking Details (Licence Period)

Table with 8 columns: Term, Day, Date (from), Date (to), Time (from), Time (to), Excluding Date(s), Block Bookings Total No of Sessions. Rows include Autumn (Sept-Dec), Spring (Jan-Mar), and Summer (Apr-Aug).

If your group has more than one booking per week separate forms must be filled out.

4) Premises: (If you are booking the Main Hall / Theatre, please complete an additional form stating your group's requirements)

\_\_\_\_\_

5) Equipment Required:

\_\_\_\_\_

Table with 4 columns: Hire (Licence) Fee, Autumn Term, Spring Term, Summer Term. Rows include Booking Charge and Less 10% deposit.

Balance

\_\_\_\_\_

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**7) Payment**

The Hirer will be a 10% deposit at the time of booking with the full balance payable 7 days prior to the event date. For block bookings, payment is required for each term 7 days prior to the start of that term.

If any amounts are not received prior to the booking the School reserves the right to:

- a) cancel the booking
- b) charge interest at a rate of 4% per annum

**8) Type of Organisation:**                      Adult      Yes / No                      Children      Yes / No

The Protection of Children Act 1999 requires that all adult members of the organisation that have contact with children are suitably checked as defined within the Act. Please confirm this in writing.

If you are unable to confirm the above, please state reasons \_\_\_\_\_

**9) Insurance**

It is a requirement that all organisations have an up-to-date **Public Liability Insurance Certificate**. A copy must be provided with this booking form.

Third party insurance cover to be taken out prior to the Period of Hiring to meet any claim action or liability including death and personal injury brought by an individual using the School or any part thereof under this agreement or any dependent of such a person. Such insurance may be limited to £2,000,000 for loss or damage.

If a copy of the above certificate is not received at least 3 days prior to the Licence Period the School reserves the right to cancel the booking (without Liability to the Hirer) if the insurance cover in operation is inadequate.

**10) First Aid**

We strongly recommend that your club always has at least one adult trained to administer First Aid.

**11) Parking**

Whilst the School will make all reasonable efforts to protect the property of Clients, please note that those parking Private Cars within the confines of Leighton Park School do so at their own risk. The School will not be responsible for any losses or thefts from vehicles. Hirers must advise their members and attendees to take suitable precautions to protect their property.

The HIRER agrees with the School to observe and perform the conditions contained or referred to in the School's "**Standard Conditions of Hire**" for the time being in force as annexed hereto (receipt and an understanding of which the Hirer acknowledges).

The School reserves the right before or during the Licence Period to relocate a booking to an alternative venue within the School, notwithstanding the signing of this form by the Hirer.

**Signatures**

Signed by the duly authorised representatives of the parties on the date set out at the head of this agreement.

Signed on behalf of the School: \_\_\_\_\_ Date \_\_\_\_\_

Signed on behalf of the Hirer / Organisation named at 1) \_\_\_\_\_ Date \_\_\_\_\_

Full Name \_\_\_\_\_ Position in the Organisation \_\_\_\_\_

Please return form to: Leighton Park Enterprises, Leighton Park School, Shinfield Road, Reading RG2 7ED

Leighton Park Enterprises Ltd : 0118 9879538                      Email: mandygraham@leightonpark.com