



LOUGHTON MANOR FIRST SCHOOL

HIRING AGREEMENT FOR SCHOOL PREMISES

THIS AGREEMENT is made on _____ (date)
between Loughton Manor First School (*The School*), and the Hirer named below.

A. THE HIRER applies to use that part of the premises designated in (3) below for the purposes and period(s) described below, subject to confirmation of availability and notification of fees.

1. Purpose of Hiring _____

2.

| Dates | Time – From: | Time – To: |
|-------|--------------|------------|
| | | |
| | | |
| | | |
| | | |
| | | |

3. Description of room(s) and facilities required:

B. THE HIRER agrees to observe and perform the provisions and stipulations contained or referred to in the Standard Conditions of Hire (overleaf).

Organisation (if applicable) _____

Name of individual hirer or organisation's authorised representative:

Name: _____

Address: _____

Telephone no: _____

I agree to accept the terms and conditions as set out in this agreement.

Signed _____ **Position** _____

C. Hiring Fee £_____ per hour

The Headteacher or School's authorised official confirms the booking. The Hirer will be invoiced for payment of fees.

Signature _____