



We are a learning community with the spirit to succeed

Holywell Primary School

Tolpits Lane, Watford, Herts, WD18 6LL
Tel: 01923 225188 email: finance@holywell.herts.sch.uk
headteacher: Mr C van Straaten

Letting Enquiry Form

Name of Individual/Company/Group:

Contact Name:

Address:

Email Address:

Contact Number - Day: _____ Evening: _____

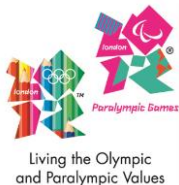
Date(s) when you would like to hire:

And Times:

Facilities required: Classroom Hall Conference Room Field

Payment Method: Cash Cheque Direct Deposit

Do you have Public Liability Insurance:- Yes No



Name of Insurance Company:

Policy Number: _____ Policy Start Date: _____

Policy End Date: _____

NB: The hirer must be covered by Public Liability Insurance. Where the hirer holds a Public Liability Insurance policy, a copy of the Cover Note must be provided to the school prior to the hiring. **If the hirer does not hold such a valid policy, the school will charge 10% of the letting fees to cover the Public Liability fee.**

We will also require a deposit of £100 to be refunded after the date of hire to cover any eventuality such as damage or abuse of school property as well as emergency cleaning that might have to be done

If the period of hiring is deemed to take place at unsociable hours (i.e.:after midnight), an additional fee will apply for caretaking duties.

Payments:

50% of the total cost must be paid 10 days prior the letting and the remaining 50% 2 days before the letting.

Cancellation Charges:

Should you cancel the letting less than 30 days prior to the date agreed, a surcharge of 50% of the total cost will be applied.

Declaration:

Please read before signing:

Any licenses necessary and the Theatres Act 1968 and the Cinematograph Acts 1909 and 1952 have been or will be observed and any requirements of the Licensing Justices, where necessary, have been or will be met. 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:

Signature of Hirer: _____ Date: _____