

HAWKLEY HALL HIGH SCHOOL
HIRING AGREEMENT FOR THE LETTINGS OF SCHOOL PREMISES
FOR THE ACADEMIC YEAR 2015/2016

This form must be completed and returned for the attention of Mr. A.M. Duncalf, Hawkley Hall High School, Carr Lane, Wigan, WN3 5NY or via email a.duncalf@hhhs.net by the agreed date or at least 7 days before the date of the proposed letting.

Access to the building will not be allowed unless this form has been completed and returned. IF HIRE CHARGES ARE NOT PAID WITHIN 14 DAYS OF INVOICE THE SCHOOL RESERVES THE RIGHT TO CANCEL THE HIRE CONTRACT.

This agreement is made between (1) The Rowan Learning Trust (2) Hawkley Hall High School and (3) the Hirer named below whereby in consideration of the sum(s) mentioned.

A Hawkley Hall High School agrees to permit the Hirer to use the premises for the purposes for the periods and for the age range and numbers described below:

1. Date _____

2. School
 - a Name of School Hawkley Hall High School
 - Address Carr Lane, Wigan, WN3 5NY
 - _____

- b Authorised Representative _____
- Telephone number _____

3. Hirer
 - a Organisation _____
 - b Authorised Representative _____

 - Position _____
 - Address _____
 - _____
 - _____

 - Association/ League affiliated to: _____
 - Telephone Number _____
 - Email address _____
 - First Aid Representatives _____
 - _____

4. Hiring Fee
 - Hire Charge – See Tariff _____
 - _____

 - Insurance Charge _____

5.	<u>Premises</u> Sportshall/ MUGA Other	_____ _____ _____
6.	<u>Purpose of Hire</u>	_____ _____ _____
7.	<u>Period of Hire</u> Date to commence End date of hire Time Required & No of hours.	_____ _____ _____ _____
8.	<u>Age Range & Number</u> 8 and under 16 and under Adults	_____ _____ _____
	TOTAL	_____

B The Hirer agrees to observe and perform the provisions and stipulations contained or referred to in The Rowan Learning Trust's Standard Conditions of Hire for the time being in force as annexed hereto (acceptance and understanding of which the Hirer acknowledges) together with the special conditions set out in the Schedule attached (if applicable).

Signed

Print Name _____

Designation _____

Dated _____

**Signature of
Authorised
Representative
(School) :** _____

Print Name Mr A Duncalf