



Lettings Application Form

To the Governors of Queen Elizabeth's Grammar School

I apply for the use of the following facilities:

Lettings Details													
Date or Period From/ To	Repeats Weekly*	Organisation/Hirer and for what purpose	Times		Facilities Required <i>(please tick requirements)</i>								
			From	To	Classroom	Changing room	Dance Studio	Gym	Main Hall	Sports Hall	Astroturf	Floodlights	Tennis Courts
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

and I personally undertake:-

1. To pay the letting charge including VAT if applicable.
2. To agree to abide by the terms and conditions (PTO).
3. To return this form no less than 14 days prior to the date of the requested letting.

Name of organisation:		Position:	
Your Name:			
Signature:			Date:
Agreed cost:			
Billing Contact:			
Telephone:		Email:	

Please return completed form to: **Lettings Coordinator**, Queen Elizabeth's Grammar School, The Green Road, Ashbourne, Derbyshire, DE6 1EP

FOR OFFICE USE ONLY			
Letting Approved:	Invoice date sent:	Number:	Amount:



Terms and Conditions

1. To agree to abide by the terms of the insurance policy taken out by the County Council to protect hirers of County Council and voluntary premises and to pay the first £250 of each and every claim in respect of damage to the buildings and contents (See 8 below).

N.B: As they are well able to make their own insurance arrangements, it is the insurers normal practice to exclude from the cover use of premises for professional entertainment promotions and also for meetings organised by political parties.

2. To ensure that no gambling or any other objectionable conduct shall take place on the premises.

3. To obtain any necessary permission from the owners of copyright in musical, dramatic, literary and other works as required by the Copyright Act 1956, and to indemnify the County Council in respect of any infringements of such copyright.

4. To complete and despatch to the Performing Rights Society Limited, on a form to be provided, a list of musical works, whether published or in manuscript, performed at the premises vocally, instrumentally or mechanically at entertainments for which a charge for admission is made.

N.B: if the necessary form is not issued by the Clerk to the Governors of the school, a copy may be obtained on application to the Chief Education Officer, County Education Office, Matlock.

5. To secure a licence in accordance with the Theatres Act 1968 in respect of the performance of any play.

6. To secure a licence for the sale of intoxicating liquor.

7. To agree to abide by other regulations as directed from time to time by the Governors Or Local Education Authority.

8. Conditions of Insurance Policy The insurance provides an indemnity to the hirer in respect of any third party claim arising out of the use of the hired premises. It applies only where legal liability exists and operates where following an accident a visitor or any person except an employee of the hirer suffers personal injury or damage to or loss of personal property. Claims are payable up to an amount of £2,500,000 for any one accident. Employees of the hirer are covered in respect of damage to or loss of personal property.

The insurance also indemnifies the hirer against legal liability for damage to the hired building up to an amount of £50,000 or up to £2,500,000 in respect of fire damage. The hirer is, however, liable for the first £250 of each and every claim.