

Dumfries and Galloway Council
Children, Young People, Lifelong Learning

SCHOOL LET REGULAR & BLOCK BOOKING FORM

www.dumgal.gov.uk/schoollets

Association /Club Name (if applicable)						
Applicant Name						
Address 1			Office held (if applicable)			
Address 2			Telephone			
Address 3			Mobile			
Postcode			E-mail			
Invoice/Payee Name (if different to above)						
Address 1			Office held (if applicable)			
Address 2			Telephone			
Address 3			Mobile			
Postcode			E-mail			
Venue/School Name						
Area(s) Requested		Day	Start Date	End Date	Start Time	End Time
Special Requirements/Equipment Layout (dates not required)						
Purpose/Nature of Booking						
Approx. Numbers		U18's/60+	Adults	Is there a charge to attend/how much?	Y/N	£
<p>Hydrotherapy Pool bookings must include completed appendices from Hydrotherapy Pool Policy available from the school and additional terms & conditions of use statement - Form C.</p>						
<p>Please tick to confirm Hydrotherapy Pool conditions have been met and supporting documentation enclosed, including employers liability insurance details/copy certificate if appropriate.</p>						
<p>If you are you an individual or organisation working with children under 18 years of age, please refer to Child Protection section on the Dumfries and Galloway Council webpage: http://www.dumgal.gov.uk/CHttpHandler.ashx?id=18463&p=0</p>						
<p>Please tick if you have included the Child Protection Declaration Form E or your Child Protection Policy</p>						
<p>Sports clubs/organisations may be entitled to VAT exemption if you meet the criteria and have relevant documentation, please refer to VAT Exemption section on the Dumfries and Galloway Council webpage http://www.dumgal.gov.uk/CHttpHandler.ashx?id=18461&p=0</p>						
<p>Please tick if you have included VAT exemption form and relevant supporting document evidence</p>						
<p>Please confirm if selling items/goods</p>						Y/N
<p>Please confirm equipment brought in has been subject to relevant PAT checks</p>						Y/N

Dumfries and Galloway Council accepts no responsibility for any loss or damage, including personal injury or death, shall the facility prove to be unsuitable for the hirer's intended use. The hirer shall be deemed to have been satisfied in this respect prior to the let commencing.
 The hirer is required to take out appropriate insurance to cover their specific activities and to cover loss or damage of property belonging to the Hirer, Dumfries and Galloway Council and person's participating at the event or members of public and to cover death or injury of persons in the building during the period of let.

Please tick if you have included a copy of your insurance certificate or provide policy details:

Provider	Policy Number	Expiry Date
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When an event is open to the public, the hirer is required to take out public liability insurance and the premises are let on the understanding that this will be done. Copy of the hirer's public liability insurance shall be submitted with the booking form.
 The hirer shall indemnify Dumfries and Galloway Council against any loss or damage as described within these conditions.

(tick if PL Certificate enclosed)

Declaration

I have read and agree to abide by the Council's Terms and Conditions of School Let.

The parties accept these terms and conditions are reasonable and fair for inclusion in any agreement of this nature and in the absence of a signature.

Dumfries and Galloway Council accepts no responsibility for any loss or damage, including personal injury or death, shall the facility prove to be unsuitable for the hirer's intended use. The hirer shall be deemed to have been satisfied in this respect prior to the let commencing.

The hirer is required to take out appropriate insurance to cover their specific activities and to cover loss or damage of property belonging to the Hirer, Dumfries and Galloway Council and person's participating at the event or members of public and to cover death or injury of persons in the building during the period of let.

When an event is open to the public, the hirer is required to take out public liability insurance and the premises are let on the understanding that this will be done. Copy of the hirer's public liability insurance shall be submitted with the booking form.

The hirer shall indemnify Dumfries and Galloway Council against any loss or damage as described within these conditions.

Signature of Hirer			
I confirm I am over the age of 18	Yes	<input type="checkbox"/>	No

Please return completed form/s allowing at least 14 days' notice of start date and prior to school holidays by email to schoollets@dumgal.gov.uk or send to: School Lets, Education Support Service, St Teresa's Education Centre, Lochside Road, DUMFRIES, DG2 0DY

SCHOOL/CYPLL USE ONLY

Date received:		Core janitor hours:	Y / N		
Please indicate <u>additional</u> requirements as a result of let below					
Janitorial hours:		Cleaning hours:		School Facilities Team Leader notified of clean:	Y / N
*** MUST BE COMPLETED IN ALL CASES***					
Facility Assistant (Janitor)/Amev Manager notified dates/times required and agreed to let or cover sourced					Y / N
FA/Janitor (s) providing cover:					
VAT exempt:	Y / N	Child protection declaration supplied :	Y / N	PVG checked:	Y / N
Insurance details submitted and checked (if applicable for activities undertaken by hirer):				Y / N	
Public Liability insurance details submitted and checked if event is open to the public:				Y / N	
Employers' Liability insurance details submitted and checked where appropriate:				Y / N	
Headteacher approved:	Y / N				
Provide reason if declined:					
Additional comments/conditions:					
HT Signature:				Date:	
Logged by:		Booking ID:		Date confirmation/refusal sent:	

(Form A - Jan 2017)