



Children's Services Directorate

**LETTING OF COUNCIL PREMISES** **L1**  
 VAT NO 108 3668 65  
**L1 Form No:**

<b>PREMISES BEING HIRED</b>	
<b>NAME OF HIRING ORGANISATION</b>	
<b>ADDRESS</b>	
<b>TELEPHONE NO.</b>	

<b>PERIOD COVERED FROM</b>			<b>PERIOD COVERED TO</b>		
<b>NUMBER OF LETTINGS COVERED BY APPLICATION</b>					
<b>KEY HOLDER SCHEME</b> Yes <input type="checkbox"/> No <input type="checkbox"/>					

**Notes to Hirers** Your request to hire the facilities has been agreed and the total amount payable is shown at the bottom of the page and is determined by the dates of hire, Caretaking and Insurance (if applicable). Would you also note the proviso with regard to **INSURANCE** as detailed at the bottom of this form.

Hours Per Session	CARETAKING COSTS – HOURS OF EMPLOYMENT						HIRE OF FACILITIES – HOURS OF USE				
	WEEK Days up to 8	WEEK Days after 8	SAT Day up to 8	SAT Day after 8	SUN Day up to 8	SUN Day after 8	Room	Hall	Gym	Kitchen	P/Field
Sunday											
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
Saturday											
<b>TOTAL HRS</b>											
<b>RATE PER HOUR</b>	x £	x £	x £	x £	x £	x £	x £	x £	x £	x £	x £
<b>SUB TOTAL</b>											
<b>SUB TOTAL VAT</b>											
<b>AMOUNT PAYABLE</b>											

<b>TOTAL AMOUNT PAYABLE</b>	<b>£ : p</b>		
Caretaking	:		
Hire of Facilities	:		
VAT	:		
<b>OVERALL TOTAL</b>	:		
		<b>DATE PAID</b>	<b>AMOUNT PAID</b>

**SIGNED** ..... **DATE** ...../...../.....  
 Head of Establishment

**CONDITIONS OF HIRE - INSURANCE**

Commercial hirers must make Public Liability insurance arrangements to cover any liabilities arising from the letting and must provide evidence of that insurance. The level of indemnity for such cover should be £10,000,000 unless the level required is determined to be varied by the client officer's risk assessment and agreed by the Director of Finance or his nominated officer.