



**Great Wyrley High School**

**AN AGREEMENT** made ..... (date) between Great Wyrley High School and  
..... (name of hirer/organisation)

**IN CONSIDERATION** of the school permitting the hirer to use the accommodation listed on the dates and times shown in the schedule below, the hirer shall observe the following conditions:-

- any required deposit being paid upon signing the Hire Agreement;
- payment of the hire charge invoice being paid in full within 30 days of the date of the invoice;
- the person in charge of your activity being shown the emergency evacuation procedures before the start of the letting;
- the Conditions of Hire prevailing at the time of the letting;
- a receipt and authorisation to use the premises will be issued when the agreement has been signed by both parties.

**THE SCHEDULE**

Area hired/ additional facilities and equipment	Dates and Times of Hire

Date of emergency evacuation run-through	
Member of staff conducting run-through	

Signed by \_\_\_\_\_ Date: \_\_\_\_\_  
Headteacher (on behalf of the Governing Body)

Signed by the hirer \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: Please ensure the Conditions of Hire and the terms specified above are fully understood. Failure to comply will invalidate the Hire Agreement.**