

THIRD PARTY HIRER'S INSURANCE SCHEDULE OF LETTINGS



Establishment..... Budget Code:.....

Autumn / Spring / Summer Term 20 ____ / 20 ____ Returns (delete as appropriate)

This Schedule applies to all lettings to private non-commercial organisations or persons not covered by West Sussex County Council insurance policies that took place during the term indicated above.

Hiring Ref No.	Date of Hiring	Name of Hirer	Activity	Hiring Fee £	VAT £	Insurance Premium £	IPT £
Total							

Continued...

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Total							

Notes

1. The Insurance Premium is 9% of the standard hiring fee plus Insurance Premium Tax (IPT), levied at 12% of the insurance premium. This must be charged unless the hirer can produce, prior to the letting, evidence of a Public Liability policy which has a Limit of Indemnity of at least £5 million. If this is the case for any lettings, please enter N/A in the column for insurance premium and IPT.
2. If VAT is to be charged to the hirer, remember not to charge VAT on the insurance premium, just the hire fee.
3. For Schools with non-delegated budgets, the hiring fee is set by the Authority. For Schools with delegated budgets, the hiring fee should be determined by the Governors.
4. Where hire charges are reduced, the insurance premium must be calculated on the standard hire fee and not any reduced fee.

Please complete and return a copy of this form to Insurance, Legal Services, County Hall, Chichester, West Sussex, PO19 1RQ, together with a cheque/budget centre for the total premium due for the period concerned (whether or not it has been paid by the hirer).

I hereby certify that this is a true record of the lettings at this establishment.

Signed _____ Name _____
 Position _____ Date _____