

**OCRA Lettings Policy**

**This policy was adopted by the Trustees of**

**Okehampton Community & Recreation Association – OCRA on**

**Date ………………………….**

**This policy can be viewed on the OCRA website.**

**Grid reference for All Weather Pitch is SX592947 EX20 1PW- for Sat Nav**

**College caretaker emergency number 07837652606**

The general lettings policy of Okehampton Community & Recreation Association – OCRA and meets the general lettings policy of Dartmoor Federation and Devon County Council’s Letting Policy document BR11

This policy relates to hiring of Okehampton College facilities and the OCRA Pavilion

**OCRA Trustee Board Policy Objectives**

1. To further the objects of the charity according to the constitution of 22.07.15. “ Sport and Recreation for All”
2. To derive a profit from private or commercial usage but not to hold this as the prime objective when facilitating education or community activity by designated users.
3. In vetting the suitability of lettings, the Trustees retain the right to refuse applications for hire of the premises.
4. Hirers will not be permitted to sub-let the premises.

**Pricing Policy and Status of Users**

The Trustees have adopted the following categories of user to inform the pricing policy.

|  |  |
| --- | --- |
| Designated and Community | a list of local organisations maintained and approved by the trustees |
| Youth and Community | a list of local organisations maintained and approved by the trustees |
| Private | private individuals and organisations |
| Commercial | for profit individuals and organisations |

**Conditions of Hire**

These are issued to all Hirers at the time of booking (see Terms and Conditions of Hire). Health, Safety and the condition of the premises form part of these conditions and these incorporate Fire and Emergency procedures.

**Insurance**

All Hirers, whether groups or organisations , are responsible for their own public liability insurance and are required to take out the appropriate public liability insurance to cover all their legal liabilities for accidents resulting in injuries to persons (including all participants in the activity for which the premises are being hired). This cover must also extend to include loss or damage to the premises. The minimum limit for this insurance cover is £5 million. Evidence of the appropriate cover will be required by OCRA in advance of any hiring and will be subject to annual review.

Note: Insurers have advised they are happy for OCRA not to check private hirers for birthdays and the like have liability cover but have confirmed that they would still like OCRA to check that commercial hirers have adequate cover.   Andrew Gait PSP Insurance 20.12.17

Individual Hirers may wish to review their private household cover, which may contain the necessary public liability cover for themselves, but which may not include cover for those participating in the hiring run by the individual. **It is a requirement of the hiring that this insurance is obtained.**

The Hirer must agree to indemnify OCRA in respect of any claims for injury to persons or loss of or damage to property arising out of the letting of premises, except where such loss, damage or injury arises as the direct result of negligence on the part of OCRA, or their servants or agents.

**Administration of Lettings**

**General**

The Trustees recognise that it would be impossible for them to personally vet every applicant or organisation who wishes to make use of OCRA’s Premises. Accordingly, they have delegated the authority to accept applications for hire to the Management and Staff of OCRA.

**Variations**

No member of staff is allowed to vary the terms and conditions from which OCRA’s premises are hired to either individuals or organisations nor to deviate from the Trustees published charging policy, however discounts may be offered at the discretion of OCRA management.

**Lettings Documentation**

All formal hiring of The Pavilion and College facilities, including those for which no charge is made, shall be properly documented. All Hirers must complete a lettings of hire agreement and are to receive a copy of the conditions of hire. The hire agreement is a contract, which the Trustees of OCRA may enforce at law.

**Scale of Charges**

In arriving at their scale of charges the Trustees have followed the following principles

1. that there will be parity of treatment for similar users;
2. that overall the cost of letting facilities will be recovered from users unless discounts have been approved by OCRA Management (see below for details);
3. local youth and community users will be charged no more than the estimated cost;
4. youth and community users will be charged a discounted rate;

The scale of charges is listed for OCRA facilities in Appendix 1B.

**Discounts**

These form part of the scale of charges (Appendix 1B) and are at the discretion of OCRA management and trustees.

**Value Added Tax**

The Trustees are constrained by law to apply Value Added Tax (VAT) to all transactions where this is appropriate .

**Minimum charges and deposits**

The minimum hire period will be 30 minutes for any single session. The Trustees reserve the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating their incurring additional cost for cleaning, caretaking or other expenses, for example goals returned securely.

**Cancellations**

OCRA will seek to recover any costs incurred which are unavoidable and result directly from the cancellation of a letting, including an administration fee of 10% of the hire charge. However, OCRA will consider waiving the charge where organisations and/or individuals have cancelled in order to prevent damage or wear and tear to facilities i.e. weather conditions. Details of the charges are shown in the scale of charges in Appendix 1B for The OCRA Pavilion and College facilities.

**Payment methods**

The Trustees are mindful of their responsibilities in safeguarding the charity from bad debt. Therefore, payment at the time of booking is the norm (see point 3 of the Conditions of Hire - Appendix 1A). BACS, Credit or Debit Card, Cheques or cash are all acceptable, but cheques should wherever possible be supported by a guarantee card. In all cases where cash or cheques are paid an official receipt will be issued.

If a cheque fails to be cleared by the bank, OCRA will seek to recover the cost from the Hirer and will include a charge of £10 to cover charges incurred.

**Extension of Credit**

OCRA will allow the extension of credit to bone fide local organisations and individuals where they are satisfied that these are credit worthy. In all cases the Trustees reserve the right to withdraw credit facilities where prompt payment is not received. In all cases where credit is extended, an official invoice will be issued. The Trustees will not normally extend credit for lettings where the invoice value is less than fifty pounds (£50). The Trustees have chosen to delegate the approval of credit facilities to the OCRA Finance Officer who is to maintain a list for the guidance of any staff. In all cases where credit is advanced the invoice is to be raised at the time of booking.

**Security**

The Trustees will not normally insist upon continuous caretaking presence. However, they reserve the right and have delegated power to the Senior Management Team to insist upon caretaking presence where the nature of the hiring may leave any site vulnerable to theft or damage. Caretaking will then be charged at the appropriate rate.

**Review of Policy**

The Trustees will review the policy each year in the month of July and the scale of hire charges for the forthcoming year will also be reviewed and updated at this time.

**APPENDICES TO THIS POLICY:**

1. Guidance for letting of the Okehampton College facilities

1a) Terms and Conditions

1b) Schedule of charges

1c) VAT rules letting

2. Lettings and Hire agreement

**APPENDIX 1**

Guidance for letting of Okehampton Community College Facilities and The Pavilion in the Park

**Appendix 1A**

**OCRA’s TERMS AND CONDITIONS**

**FOR THE HIRE OF THE COLLEGE FACILITIES and the Pavilion in the Park.**

**STATUS OF THE HIRER**

Lettings will not be made to persons under the age of 18, or to any organisation or group with an unlawful or extremist background. This hire agreement is personal to the Hirer only and nothing in it is intended to have the effect of giving exclusive possession of any part of the Pavilion and college facilities to them or of creating any tenancy between OCRA and the Hirer. Hirers will not be permitted to sub-let the premises.

It is the responsibility of the Hirer to ensure that all relevant Disclosure and Barring Service (DBS) checks have been undertaken in relation to the hiring. The Hirer must confirm on the Application for Hire form that these checks have been undertaken. The hiring will not be approved if these conditions have not been satisfied.

All Hirers should note that the Pavilion has been designated as a non-smoking (including e-cigarettes).

**APPLICATION AND FEES**

1. The signatory of the application shall be the Hirer. Where a promoting organisation is named in the application, that organisation shall also be considered the Hirer and shall be jointly and severally liable hereunder with the signatory.
2. The fee payable for the hiring shall be calculated in accordance with the scale of charges published by the Trustees. The Trustee reserve the right to alter or revise these charges at any time.
3. The fee for an occasional hiring shall be paid to the person authorising the hiring within five days of such hiring being approved and upon receipt of such fee the hiring shall stand confirmed subject to the provision of condition 5 below. In the case of a long-term letting OCRA management may at their discretion permit the periodic payment of charges in arrears.
4. The Management team will resolve any conflicting requests for the use of the premises.

**CANCELLATION**

1. The Management reserve the right, having good reason, at any time without notice to cancel a hiring or withdraw permission for the Hirer to occupy any part of the hired premises on any particular date. In such event the Trustees shall not incur any liability to the Hirer other than for return of any fee or the appropriate part of any fee paid in respect of the hiring.
2. If the Hirer shall cancel the hiring of the premises then OCRA shall be entitled to retain or demand as the case may be the whole of the fee paid in respect of such cancelled hiring. If however, notice of such cancellation is received at least 14 days prior to the date of the hiring the fee will be refunded or remitted to the Hirer subject only to any necessary deduction or payment in respect of expense already incurred by OCRA in respect of that hiring (e.g. 10% administration fee).

**FURNITURE AND EQUIPMENT**

1. The arrangement of furniture (other than its minor re-arrangement and reinstatement at the end of the hiring) and/or the use of additional furniture or equipment will require the specific approval of OCRA and will be subject to the scale of charges published by the Charity.
2. Furniture and fittings shall not be removed or interfered with in any way. No fittings or decorating of any kind necessitating drilling, or the fixing of nails or screws into fixtures which are part of the facilities fabric, are permitted. In the event of any damage to premises or property arising from the letting, the Hirer shall notify OCRA staff. The Hirer will pay the cost of any reparation required.
3. Responsible adults must supervise the use of any equipment which is issued and ensure its safe return. The Hirer is liable for any damage, loss or theft of OCRA equipment they are using and for the equipment’s safe and appropriate use.
4. Any electrical equipment brought by the Hirer on to the site MUST comply with the code of practice for portable electrical appliance equipment (PAT) http://www.hse.gov.uk/pUbns/priced/hsg107.pdf. Equipment must either have a certificate of safety from a qualified electrical engineer. The intention to use any electrical equipment must be notified on the application.

**KITCHEN FACILITIES**

1. Kitchen facilities and facilities for the preparation of refreshments are not included in the hiring unless prior consent for the use of such facilities has been given by the trustees. Where Hirers wish to bring in personnel to operate in the Pavilion kitchen, they must be approved by the relevant supervisor, must demonstrate relevant competencies and be proficient in the use of equipment. Hirers will, however, comply with the OCRA policies for Hygiene and Catering Health and Safety, which will be issued on hiring. For Hiring of College Kitchens, college supervisors must approve the hire.
2. Refreshments provided by the Hirer must comply with FSA policies for Hygiene and Catering Health and Safety. <https://www.food.gov.uk/business-industry/sfbb>

**General Hire.**

1. The Hirer shall, during the hiring, be responsible for:
   1. taking all measures necessary to ensure that the permitted number of persons using the hired premises is not exceeded;
   2. the efficient supervision of the hired premises and for the orderly use thereof, including the observance of the Trustees’ total ban of smoking on the premises;
   3. ensuring that all doors giving egress from the hired premises are kept unfastened and unobstructed and that no obstruction is placed or allowed to remain in any area giving access to the hired premises;
   4. ensuring that all proper safety measures are taken for the protection of the users of the premises and equipment including adequate adult supervision where young people are concerned;
   5. familiarising themselves and the users of the premises with the Facilities’ Emergency and Fire Alarm Procedure, the fire alarm positions, the locations of the fire-fighting equipment and the establishment’s exit routes;
   6. ascertaining the location of the nearest emergency telephone;
   7. the provision of a suitable first aid kit;
   8. compliance with the Food Safety Act where catering facilities are involved

14) The Hirer shall at the end of the hiring be responsible for ensuring that the hired

Premises:

* 1. are vacated promptly and quietly;
  2. are left in a safe and secure condition and in a clean and tidy state.

Failure to comply with these conditions may lead to additional charges.

* 1. No nails, tacks, screws or other like objects shall be driven into any part of the hired premises.
  2. No alterations or additions to any electrical installations either permanent or temporary on the hired premises may be made without the written consent of the Management. Electrical apparatus must be switched off after use and plugs removed from sockets.
     1. The Hirer shall not permit or suffer any damage to be done to the hired premises or any furniture or equipment therein and shall make good to the satisfaction of the Trustees or their agents and pay for any damage thereto (including accidental damage) caused by any act or neglect by himself/herself, his/her agents or any person on the hired premises by reason of the use thereof by the Hirer.
     2. The use of stilettos or any type of thin heel, studs, black soled or spiked footwear should be restricted to areas where they are unlikely to cause damage. If activities involve outdoor use, participants should ensure footwear is cleaned before re-entering the premises. ( Studded boots are not to be worn inside)
     3. It is understood and agreed that the Management do not, either expressly or by implication, warrant the premises to be fit for any sporting or recreational purpose for which the Hirer intends to use them but rely entirely on the skill, knowledge and expertise of the Hirer in choosing so to use them and require the Hirer to discontinue that use immediately upon it becoming reasonably foreseeable that by reason of their condition a participant in or a spectator to that sport or recreation or any other person is in danger of suffering injury, loss or damage.
     4. Except insofar as the Unfair Contract Terms Act, 1977 (or any statutory modification of re-enactment of it) otherwise requires, the Trustees will not be responsible or liable in any way whatsoever or to any person whatsoever (and whether or not there shall be any negligence by its servants or agents) in respect of:
  3. any damage or loss of any property brought on to or left upon the hired premises either by the Hirer or by any other person;
  4. any loss or injury which may be incurred by or done by, or happen to the Hirer, or any person resorting to the hired premises, by reason of the use thereof by the Hirer.
  5. any loss to breakdown of machinery, failure of electrical supply, fire, flood or government restriction which may cause the hiring to be interrupted or cancelled.

The Hirer shall be responsible for and shall indemnify the Trustees and their servants and agents against all claims, demands, actions and costs arising from the Hirer’s use of the hired premises or from any loss, damage or injury suffered by any person arising in any manner whatsoever out of the use of the hired premises by the Hirer.

**LICENCES AND INSURANCE**

* + 1. OCRA has a Premises License in respect of the Pavilion only. This covers any public entertainment, theatrical performance, film exhibition, or other similar function. However, the Hirer must obtain the consent of the Management before holding such events**.**
    2. The hired premises shall not be used for the sale or supply of intoxicating liquor or the holding of any lottery or other similar function without the written consent of the Management, and such consent shall be subject to the Hirer first obtaining the necessary license or permission required under current legislation (Licensing Act 2003) and producing this for the Management if required.
    3. The Hirer shall not, during the occupancy of the premises, infringe any subsisting copyright or performing right, and shall indemnify the Charity against all sums of money which the Charity may have to pay by reason of an infringement of copyright or performing right occurring during the period of the hire covered by this agreement.
    4. Public Liability Insurers have advised they are happy for you not to check private hirers for birthdays and the like have liability cover but have confirmed that they would still like you to check that commercial hirers have adequate cover.    Andrew Gait PSP insurance 17.12.17

**GENERAL**

* + 1. The right of entry to the hired premises at any time during the hiring is reserved for authorised officers, trustees and employees of OCRA.
    2. The Hirer and his/her agents shall, during the hiring and during such other times as they or any of them shall be on the hired premises for the purpose of the hiring, comply with all reasonable requirements of the Staff of the hired premises or any other employee of OCRA authorised by the trustees to undertake custodial duties.
    3. The Hirer shall not sub-let the hired premises or any part thereof and in the event of this condition being breached or any threat thereof then the hiring will stand cancelled, the charges forfeited and the Hirer and sub-Hirer excluded from the hired premises.
    4. Any notice or necessary action required in respect of this hiring may be undertaken by a representative of OCRA.

**Booking Information** 

Premises Hirers adhere strictly to their start and finish times and demonstrate consideration for previous and following users.

* + - 1. Hirers not able to take up a booking must inform OCRA within office hours. If notification is not received the full non-discounted price will be charged.
      2. In the event of booking difficulties, staff are not to be contacted at home. We are available during business hours.
      3. We do our best to cover your needs but please let us know, in writing, of any changes to your requirements.
      4. Resources available include flipcharts, TV, OHP. All resources need to be booked at least 10 days in advance.
      5. We need to see copies of: ( for clubs and commercial hirers

• An evacuation plan

• Insurance for accidental damage

• Public liability insurance

• Risk assessment

We need to know:

• Named person responsible for first aid and evacuation

The hirer needs to provide their own first aid kit and emergency mobile telephone .

In case Of emergency

**Grid reference for All Weather Pitch is SX592947**

**EX20 1PW- for Sat Nav**

**CARETAKER OKEHAMPTON COLLEGE 07837652606**

**ACCESS TO BLANKET, GATE KEY –PAVILION EAST CHANGING ROOM (ACCESS CODE FOR KEY 2014)**

**VAT** - See Appendix 1C-VAT Rules

**APPENDIX 1B Okehampton Community & Recreation Association OCRA SCHEDULE OF CHARGES**

*For the* **Use and Letting of College Facilities** *and* **Pavilion in the Park**

This Schedule of Charges is effective from 1st July 2017 until 31st August 2018

*All*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Youth and Community** | **Designated and Community** | **Private** |
| Whole Pavilion Day-time (8:30 6:30 pm) | £40 | £50 | £80 ( inc VAT) |
| Upstairs only per hour | £2 | £15 | £20 ( inc VAT |
| Downstairs only daytime per hour | £40 | £50 | £80 ( inc VAT) |
| Kitchen per event | £25 + VAT | £35 + VAT | £60( inc VAT) |
| Evening Function with Bar | n/a | £68 + VAT | £100 inc VAT) |
| Evening Function with Bar and Kitchen | n/a | £125 + VAT | £160 inc VAT) |
| Whole Pavilion wedding/event per day 8:30- 23:30 | n/a | £535 + VAT | £850 inc VAT) |

|  |  |  |  |
| --- | --- | --- | --- |
| **SPORTS FACILITY**  **(PER HOUR)** | **LOCAL YOUTH RATE** | **LOCAL**  **DESIGNATED RATE** | **PRIVATE**  **RATE** |
| **FULL ALL WEATHER PITCH** | £41.95 | £50.36 | £68.41 |
| **2/3 ALL WEATHER PITCH** | £32.48 | £39.15 | £53.89 |
| **1/3 ALL WEATHER PITCH** | £22.97 | £26.86 | £36.15 |
| **COLLEGE SPORTS HALL** | £17.87 | £22.86 | £30.73 |
| **GYMNASIUM** | £17.14 | £18.88 | £23.15 |
| **GRASS PITCHES** | £19.90 | £22.86 | £32.49 |
| **NETBALL COURT** | £5.00 | £10.00 | £10.00 |
| **TENNIS COURT** | £6 | £6 | £6 |
| **SQUASH COURT** | £5 | £5 | £5 |
|  |  |  |  |
|  |  |  |  |

**To safeguard bookings, it is essential to return the Booking form.**

Working hours 9.00 – 16:30 Monday to Friday

A booking is **NOT** confirmed until you receive your signed copy of the Booking form together with a printout of booking details.

You are advised to check booking details very carefully to ensure we have correctly booked the facilities required.

**HOW TO BOOK**

***By telephone:***

(01837) 318010 Provisional bookings only. Please note that telephone bookings will only be held for 2 working weeks. A completed Booking form **MUST** be returned within this time.

***By email/online***

1. Apply to the OCRA Pavilion for Booking form or download from the Website www.ocrasport.org.uk
2. Return completed form
3. Return required documentation

***By post:***

1. Apply to the OCRA Pavilion for booking form
2. Return completed form
3. Return required documentation

**ACCOUNTS**

Regular bookings invoiced monthly in arrears.

**ALTERATION OF ROOM HIRE**

Please note, unless we receive **written** confirmation of any alterations within 5 days of the altered date, you will be charged in full - (an email will suffice - [pavilion@ocrasport.org.uk](mailto:pavilion@ocrasport.org.uk) or bookings@ocrasport.org.uk)

**EXTRA CARETAKING AND CLEANING**

Costs will be passed onto the user at the rate charged to OCRA*.* Weekend use may be more expensive for this reason. *Details on request*

**FIRE REGULATIONS**

1. Every hirer must designate their own fire officer to ensure that they know where the alarm, extinguishers and nearest exits are.
2. In the event of a fire alarm sounding *(a siren sound)* fire officers must make sure their group leaves by the nearest exit and must be able to account for them to the fire brigade or caretaker.
3. The fire assembly point is the band stand in Simmons Park.

**HEALTH & SAFETY**

Every effort is made to ensure that facilities are safe. It is the responsibility of the user that facilities are used in a safe and appropriate manner.

**APPENDIX 1C.**

**OCRA - LETTINGS POLICY AND CHARGES**

**VAT RULES FOR LETTINGS**

Lettings charges may include energy costs, administration, caretaking, cleaning, security and hire of equipment incidental to the let. These together may form a single (composite) lettings charge.

OCRA is not VAT registered and applies no VAT to lettings and services, however, the Pavilion is VAT registered and does charge VAT on certain provisions

**Hire of the OCRA Pavilion for non-sport lettings**;

With caretaking if not mentioned on invoice VATABLE

With equipment (less than 50% of costs) VATABLE

With equipment (more than 50% of costs) VATABLE

Hire of room with provision of light refreshments

- Room hire VATABLE

- Refreshments VATABLE

Hire of kitchen for use of facilities VATABLE

**APPENDIX 2. COLLEGE LETTINGS AND HIRE AGREEMENT FORM**  

**Application for Hire of College Premises under OCRA Management**

*Name of Organiser or Hirer……………………………………………………………………………………………………………………*

*Name of Responsible Officer.………………………………………………………………………………………………………………….*

*Address of Hirer………………………………………………………………………………………………………………………………………*

*…………………………………………………………………………………………………………………Post Code………………………………*

*Contact phone number………………………………………………………………………………………………………………………….…*

*Invoice address (if different from above)……………………………………………………………………………………….…………*

*…………………………………………………………………………………………………………………Post Code……………….…………….*

* I wish to hire the premises as detailed in the attached quotation
* I understand that any alteration to the hire of the premises will be submitted in writing within 5 days otherwise I shall be charged in full.
* I have received a copy of the conditions of hire and I agree to abide by them.

I/We in consideration of this application being granted agree to pay OCRA all charges fees and other expenses prevailing at the date of booking incurred thereby. I/We undertake to accept, abide by and conform with the regulation, together with such other particular conditions which may be imposed upon me/us by OCRA upon grant of this application.

Signature of Hirer………………………………………………………………………………………………………..Date………………………………

Letting Agreed on behalf the Trustees by:

Name………………………………………………………………………………Position……………………………………………………

Date…………………………………………………………………………………………..

|  |  |
| --- | --- |
| **Yes** | **No** |
|  |  |
|  |  |
|  |  |
|  |  |

Booking confirmation Number……………………………………………………………………………………………………

We need to see:

* Copy of insurance for accidental damage
* Copy of (club and commercial) public liability insurance

(£5,000,000 minimum)

* Copy of your risk assessment
* Copy of evacuation plan

**Please note, Okehampton College requires OCRA to give a minimum of 10 working days notice for bookings**

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**FACILITIES REQUIRED** *Please tick boxes*

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Gymnasium Sports Hall Rugby Pitch Football Pitch

Cricket Pitch All-Weather Pitch – whole / two thirds / one third (*delete as appropriate)*

**DATES REQUIRED**

Dates : Times From: to ( Includes set up)

NB: For block bookings please attach your schedule with dates for the season. Please note: only 5-a-side goals available on the all-weather pitch.

**EQUIPMENT REQUIRED (***please specify)*

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*………………………………………………………………………………………………………………………………………………………………..*

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|  |

*Sports Hall Changing Rooms Tech block changing rooms*

*Pavilion Changing Rooms*

**Signature………………………………………………………………………..Date……………………………………………………**

**Print Name…………………………………………………………………….**

**2b Pavilion in the Park Hire**

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**PAVILION BOOKING/ENQUIRY FORM**

Please note

**Booking Request Forms should be processed onto the booking system with ALL relevant details.**

**All bookings are subject to availability.**

**CONTACT DETAILS**

|  |
| --- |
| **FULL NAME:** |
| **FULL ADDRESS:** |
| **Postcode:** |
| **Contact Telephone Number: Day: Evening:** |
| **Organisation (if applicable) E-mail:** |

**REQUIREMENTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates  Type of booking | Time of booking  (to include set up times) | Room requirements  Downstairs/Upstairs/Both | | OFFICE USE ONLY |
|  |  |  | |  |
| Additional  requirements |  |  | |  |
| Bar | Tea/coffee/drinks etc. | Food requirements | |  |
| Please indicate if relevant what Portable Electrical Equipment you will be bringing and the date of its most recent PAT test. | | | | |
| Portable electrical equipment used on site | | | Date of PAT Test | |
|  | | |  | |

PUBLIC LIABILITY EVIDENCE PRODUCED Copy taken date Initials

|  |
| --- |
| **Any other comments or requirements** |
|  |
|  |

**DEPOSIT TAKEN:**

Non-refundable deposit

Conditions of hire will be sent under separate cover

Hirer Signature ……………………………………………………………………………………… Date ………………………………………………

OCRA signature ……………………………………….……………………………………………… Date …………………………………………….