# THIRD PARTY HIRER'S INSURANCE
# SCHEDULE OF LETTINGS

west sussex county council

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

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

**\*\* Please note the premium has increased to 10% from September 2019**

**This Schedule applies to all lettings to private <u>non-commercial</u> 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…

Insurance & Risk Management, Legal Services, County Hall, Chichester, West Sussex, PO19 1RQ, ☎ (0330 2222 723)

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

**Notes**

1.  <span style="color:red">**The Insurance Premium is 10% of the standard hiring fee**</span> plus Insurance Premium Tax (IPT), levied at 10% (rising to 12% from the 1st June 2017) 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 & Risk Management, 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** _____

Insurance & Risk Management, Legal Services Unit, County Hall, Chichester, West Sussex, PO19 1RQ, ☎ (0330 2222 723)