

	GUIDE TO HIRERS LIABILITY INSURANCE FOR EDUCATIONAL LETTINGS
	<p>To protect the Schools assets, it's Employees and other parties, all hirers / users of school premises must indemnify the school against any claims or damage arising out their activities and the use of the premise by taking out the Hirers Liability Cover provided by the Council.</p> <p>This policy is for non-commercial hires only and excludes cover for any Commercial or Political purposes.</p>
School Premises	Any part of the buildings or open spaces belonging to the School
Definition of Hirer	Private individuals, informal groups, Organisations, Charities, Official Groups, Clubs or Associations who hire any part of the School's premises including open spaces solely for their own activities and are not the responsibility or under the control and supervision of the School.
Definition of User	Informal groups where the School agrees to waive the hire fee
Exclusions	<p>Hire to Council Departments / Services The liability for this group for third party injury or damage is covered by the Council's Liability Policy. Cover does not include any material damage to the school premises. Any such damage caused by other Council employees will need to be recharged to the Service they are employed by.</p> <p>Commercial Hires (profit making) (Companies, Organisations or any other person for the purposes of operating or running of a Business or Political use) Individuals, Companies or Organisations who hire or are allowed to use part of the schools premises for business purposes must hold their own Liability Insurance. It is recommended the minimum limit of liability not be below £2,000,000. A copy of their valid insurance policy needs to be supplied and retained by the School Such lettings must be subject to a written contract or agreement clearly setting out the terms of the Hire.</p>
Registration	<p>Schools who hire out school premises must register with the Insurance Section or the policy cover will be void.</p> <p>Registration can be made by completing the registration form.</p>
Period of Hire	<p>It is assumed that the hire period will be during the day, evenings or weekends.</p> <p>Where requests for a hire falls out side of this scope, for example an all night hire, details of such a request must be notified to the Insurance Manager before any booking is taken.</p>
Increased Risks	Where it is identified that there are likely to be increased risks arising out of a booking request, careful consideration must be given to the request, for example a political event.
Conditions of Hire	All Hirers must be given a copy of the conditions of hire. The Conditions of Hire are in respect of private lettings (non – commercial, social and recreational hires only) and should not be used where lettings are to be used for Business purposes.
Policy Wording	All private Hirers must be given a copy of the policy document.

	HIRERS LIABILITY INSURANCE PREMIUM CHARGES TO THE SCHOOL
Premium Charges	<p>The premiums charged to Schools for the insurance cover is based on the total hire fees charged for private hires throughout the year.</p> <p>Insurance premiums are subject to a tax levied by the Government. This tax is known as the Income Premium Tax or IPT for short.</p> <p>The present rate of tax is 6 % on the total amount of premiums charged.</p> <p>The Insurance premiums are not vatable and should not be included in any VAT calculations for the hire fee.</p>
Premium Rates	<p>The premium rate charged by the Insurer for Education Lettings is currently equivalent to 2.63% including Income Premium Tax.</p>
Premium Payment to the Insurer	<p>Premiums are charged by the Insurer at the end of each financial year and based on the total annual hire fees for the School during that year for private lettings.</p>
Recharges to Schools	<p>At the end of the financial year Schools who have registered will be asked to complete a Fee Declaration Form stating the total sum of the Hire Fees (not the premiums) that they have collected during the period 1 April to 31 March in respect of private lettings.</p> <p>The fees declared for the year will be used by the Insurer to calculate the annual Premium that the School will be charged.</p> <p>The fees declared should NOT include any hire fees for Commercial lettings as this type of lettings are not covered by the Hirers Liability Policy.</p> <p>The recharge of the premiums by the Insurance Section will be made to the expenditure coded advised by the School</p>

	HIRERS LIABILITY INSURANCE PREMIUM CHARGES TO THE HIRER								
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Premium Rates	<p>The premium rate charged by the Insurer for Education Lettings is currently equivalent to 2.63% including Income Premium Tax.</p> <p>This is the minimum rate that should be charged to Hirers.</p> <p>Example:</p> <table border="0" style="width: 100%;"> <tr> <td>Total Hire Fee</td> <td style="text-align: right;">£100.00</td> </tr> <tr> <td>Insurance Premium @ 2.63%</td> <td style="text-align: right;">£ 2.63</td> </tr> <tr> <td><u>VAT (on Hire Fee of £100)</u></td> <td style="text-align: right;"><u>£ 17.50</u></td> </tr> <tr> <td>Total Fee Charged</td> <td style="text-align: right;">£120.13</td> </tr> </table>	Total Hire Fee	£100.00	Insurance Premium @ 2.63%	£ 2.63	<u>VAT (on Hire Fee of £100)</u>	<u>£ 17.50</u>	Total Fee Charged	£120.13
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Administration Fee	<p>The school can add an administration fee to the premiums charged to Hirers for the administration of the policy, if it so wishes. Previously Education Assets loaded the premium rate and calculated the premiums charged using 8% instead of the actual rate of 2.63%, retaining the difference as an administration fee.</p> <p>The Insurers accept that schools may wish to load the premiums to include an administration fee but recommend that this loading is not above 10% of the Hire fee.</p> <p>Example:</p> <table border="0" style="width: 100%;"> <tr> <td>Total Hire Fee</td> <td style="text-align: right;">£100.00</td> </tr> <tr> <td>Insurance Premium @ 12.63% (including 10% admin fee)</td> <td style="text-align: right;">£ 12.63</td> </tr> <tr> <td><u>VAT (on Hire Fee of £100)</u></td> <td style="text-align: right;"><u>£ 17.50</u></td> </tr> <tr> <td>Total Fee Charged</td> <td style="text-align: right;">£ 130.13</td> </tr> </table>	Total Hire Fee	£100.00	Insurance Premium @ 12.63% (including 10% admin fee)	£ 12.63	<u>VAT (on Hire Fee of £100)</u>	<u>£ 17.50</u>	Total Fee Charged	£ 130.13
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Premium Charges to Users where no hire fee is charged.	<p>Where the School does not charge a hire fee, the user will still need to purchase liability insurance.</p> <p>The premiums to be charged will be based on the estimated non-chargeable hire fee that would have been charged had the School not agreed to waive the fee.</p> <p>The User/ User Group will need to be invoiced for the Insurance Premium (non-vatable).</p> <p>The estimated non-chargeable hire fee needs to be recorded and included in the annual end of year hire fee return to the Insurance Section.</p>								