



School – Outside Users Insurance Checklist

Name of School:	
Address of School:	
Name of Hirer:	
Address of Hirer:	
Purpose of Hire:	
Has the Hirer's Licence Agreement been signed:	<i>Note if the answer is No the Hirer must be requested to sign the Licence agreement</i>
Has the Hirer Public Liability and Employers Liability (where appropriate) insurance:	<i>Note if the answer is No the Hirer must be requested to put appropriate cover in place</i>
What are the Limits of Indemnity	Public Liability: Employers Liability: <i>(Note PL Minimum €6,500,000 any one Event/EL €13,000,000 any one Event)</i>
Has the Hirer's Insurance Company/Broker confirmed their insurance extends to cover the activity being undertaken	<i>Note if the answer is No the Hiring should be declined</i>
Does the Hirer's insurance provide an indemnity to the Board of Management, Patron and Trustees	<i>Note if the answer is No the Hiring should be declined</i>
Does the Hirer have their own safeguarding procedures (if relevant)	<i>Note: written confirmation should be sought, not a copy of their procedures</i>
Signed: on behalf of the Board of Management	

Note: append copies of all insurance documentation received from the Hirer to this form.