

PART A ~ APPLICATION (please complete in black for good photocopying and print throughout)

1. **Organisation / Person applying**.....

2. **Person responsible for payment**.....

Address.....

Postcode..... Daytime telephone..... Evening Telephone.....

3. **Contact person** (if different from No.2).....

Address.....

Postcode..... Daytime telephone..... Evening Telephone.....

4. **Purpose of Hiring.** (If this is "a meeting", please specify)

.....

5. **Accommodation required**

| Accommodation required | No. of chairs | Day of the week | Date / No. of weeks | Time of proposed occupation | |
|------------------------|---------------|-----------------|---------------------|-----------------------------|----|
| | | | | From | To |
| | | | | | |
| | | | | | |
| | | | | | |

6. **Number of people expected to attend**.....(see Part C No.12)

7. On behalf of the organisation / person described in (1), whose authority I have to bind them by signing this application, I accept the Conditions of Hire described in Part C.

Signed.....

Name.....

Date.....

PART C ~ CONDITIONS OF HIRE *This section to be retained by the hirer for reference*

1. Insurance

The hirer must arrange **public liability insurance**:

- to protect the hirer against third party claims for loss, damage, injury or death arising out of the use of the premises for not less than £2 million, and
- to provide an indemnity cover in respect of damage to the premises hired for not less than £2 million where such damage can be attributed to the negligence of the hirer or his/her employees or agents;
- indemnity should be extended to include the governing body of the school.

The hirer shall indemnify the Governing Body of the school against:

- all claims, loss, damage or injury which may be brought against or suffered by the Governing Body arising from or in consequence of their hiring of the school premises or equipment;
- the cost of reinstating or replacing any part of the premises or any property which shall be damaged, destroyed or removed during the period of the hiring of the premises;
- any infringement of copyright which may occur during the hiring (if applicable).

2. Health and safety

The hirer is responsible for ensuring that all people using the school premises during the hire period are aware of exits, emergency exits and that the hirer's staff know the location of fire-fighting equipment.

No exits or corridors may be locked or fire-fighting equipment removed.

Occasional Fire drills will be arranged for the benefit of regular lettings.

3. Alcohol

Alcohol may not be consumed on the school premises without the written permission of the Governors.

4. Licences and copyright

The hirer is responsible for obtaining all necessary licences and copyright consents. The Governors are entitled to require proof of a licence and copyright consent 48 hours before the hiring.

(Licences are issued by the local authority and are usually required for:

- *any function at which alcohol is sold;*
- *an entertainment advertised in the general public whether on payment or otherwise.*
- *Licences are not required for:*
- *bazaars, jumble sales, car-boot sales, bingo, whist-drives etc. where the proceeds are for the school;*
- *wedding receptions, private parties where alcohol is provided but not sold.*

Copyright consent may be obtained from the Performing Rights Society, 020 7580 5544)

5. Car parking

Arrangements for parking on the school premises to be notified to the hirer by the Governors when the application is accepted.

6. Smoking

Smoking is not permitted anywhere inside the school buildings.

7. Payment

- Occasional lettings: a non-returnable deposit of 50% shall be paid when the application is made; the balance to be paid no later than the day of the event.
- Block bookings: payment to be made on invoice at the beginning of each term with full payment required by the half-term.

8. Fixtures and fittings

No fixtures or fittings or other objects shall be driven into the fabric or furnishings, or affixed to them, without the prior written agreement of the Governors.

9. Use of furniture and equipment

The movement of school furniture and equipment from room to room is not permitted, unless previously agreed in writing with the governors. The use of all equipment and apparatus is subject to the prior written agreement of the Governors.

10. Hirer's apparatus / equipment

The hirer shall obtain the Governors' written agreement to the bringing onto the school premises of any apparatus or equipment.

The hirer shall ensure that such apparatus or equipment is removed within such time as the Governors may allow. Any property not so removed may be removed by the Governors at the hirer's risk; the cost of such removal, together with any storage charges incurred by the Governors, shall be recoverable from the hirer.

For all conditions, "Governors" means Governors or their appointed agent, the Headteacher or Deputy Headteacher.

11. Liability

The Governors shall not be liable for any loss or damage caused to the hirer or to any other person as a result of:

- a) any failure or defect or want of repair in any of the fixtures, fittings, furniture, equipment or appliances belonging to the school or LEA at the school; or
- b) any failure or interruption in the supply of water, gas or electricity to the accommodation; or any defect or want of repair in the premises or in the means of access to the premises; or
- c) any theft or malicious or accidental damage to or loss of any property of any person taken or left at the premises.

12. Numbers

The hirer shall not allow on the school premises more than the number of persons stated in the application form and never more than _____.

13. Use of premises

The use of the school premises is limited to the times and nature of the event described in the application form. The hirer is responsible for ensuring good order is maintained throughout the period of hire.

14. Advertisements

- a) No advertisements, emblems or slogans shall be displayed outside the school premises without the prior written permission of the governors.
- b) The hirer shall remove from inside the premises any advertisement, emblem or slogan if, in the opinion of the Governors, is unlawful, unseemly, likely to lead to a disturbance or expose the premises to undue risk of fire.

15. Right of entry

The Governors, the Headteacher, Deputy Headteacher and others appointed by the Governors, shall have right of entry to the premises during the hiring.

16. Reporting damage

Any damage to the premises or its contents by the hirer must be reported on the day of hire to the school-keeper or person from the school supervising the letting. This must be followed by a written report on the damage caused.

17. Additional conditions

The **Governors** reserve the right to provide additional conditions to those described in this paper as they consider appropriate.

18. Condition of premises

The hirer is responsible for leaving the premises in the same condition as it was before the hire and for ensuring that everything is clean and tidy.

19. Cancellation

- a) Occasional bookings: The hirer to give at least 10 calendar days' notice of a cancellation.
- b) Block-bookings of a term or longer: at least two months' notice of cancellation to be given by the hirer or Governors. Shorter periods of notice may be mutually agreed.
- c) If the Governors consider it likely that any one of these conditions will not be complied with by the hirer, the Governors may terminate the hiring forthwith by written notice to the hirer.

If, during the period of a hiring, any Governor, the Headteacher or any other authorised member of staff who may be present is of the opinion that any of these conditions have not been complied with or that disorder, damage to property or an illegal act has taken place or is threatened, that person may summarily terminate the hiring by oral notice to the hirer, or) in his/her absence) to

- d) any other person or persons apparently in control of the proceedings, whereupon the premises shall be vacated forthwith.
- e) In the event of the hiring being cancelled under either c) or d) above the Governors shall be under no liability to refund any payment made for the hiring or to compensate the hirer or any other person for any loss or damage sustained in consequence of the cancellation.

Part D

Schedule of Letting Charges 2016

| Room/Area | Within Opening Hours per hour | After Hours per hour (minimum 2 hours) |
|---|--------------------------------------|---|
| Hall | £40 | £54 |
| Children's Centre Main Room | £30 | £40 |
| Children's Centre Small Room | £10 | £13.50 |
| St Matthias House Main Room | £20 | £27 |
| St Matthias House Crèche | £10 | £13.50 |
| St Matthias House Main Room and Crèche | £30 | £40 |
| Entrance Playground (with toilet access) | £20 | £27 |
| Rear Playground (with toilet access) | £30 | £40 |
| Entrance Playground (without toilet access) | £10 | £13.50 |
| Rear Playground (without toilet access) | £15 | £20 |
| Classroom | £20 | £27 |