

## TWESELDOWN INFANT SCHOOL CONDITIONS AND CHARGES OF HIRE

### 1. In these conditions:

'School' means the school identified at the head of this document. 'County Council' means Hampshire County Council.

### 2. Acceptance of conditions

The hiring of accommodation/facilities/premises is permitted only on the conditions outlined in the following regulations. Acceptance of the hire agreement is deemed to be acceptance of these conditions.

### 3. Compliance with conditions

The Hirer (the person or body to whom the hire is granted) shall be responsible for compliance with these conditions.

### 4. Applications

Applications for the hire of premises should be made at least three weeks in advance. Reservations will not be accepted for dates more than twelve months in advance, except for special events such as those needing extensive preparations.

5. The Hirer shall satisfy themselves that the facilities to be hired are suitable for their purposes.

6. The use of the premises must not interfere with the proper working of the School or impair its efficiency. In particular the Hirer acknowledges that it will not have exclusive use of the site. The Governing Board reserves the right to hire to the premises to any organisation of a similar nature.

### 7. Hall

Only suitable footwear should be worn in the gymnasium. No stilettoes heels. No school games equipment may be used without prior permission and gymnastic equipment can only be used when an adult with recognised qualifications for the proposed activity is personally supervising at all times. For safety reasons, this condition also applies to other activities with young people. For further guidance the Hirer should consult the regulations described in the HCC document 'Safety in Physical Education' available at the school.

8. The Hirer is responsible for the First Aid provision.

**9. Catering facilities/Cookery Room**

The Hirer must agree to the contractual, hygiene and health and safety obligations set out by the School and to the payment of the deposit 10 days prior to the hire and the payment of the hire charges. This is in addition to any separate charges levied by the school for the use of any school facilities used in conjunction with the hire of the catering premises.

Cooking pans used on the Cooker Hob must be induction pans only.

**10. School equipment**

No use may be made of apparatus such as stage fittings, pianos etc., without specific permission. Any additional apparatus e.g. iPod, Overhead Projector, CD player etc must be provided by the Hirer. All electrical equipment brought in must be PAT tested.

**11. Fabric and fittings**

The fabric and fittings (including electrical installations) and contents of the premises shall not be interfered with in any way. No treatment shall be given to prepare a floor for dancing and the wearing of stiletto heels is prohibited. Only authorised persons shall use steps or ladders. No nails or screws shall be driven into the walls, floors, ceilings, furniture or fittings, and no placards shall be affixed to any part of the premises. The School's furniture (other than chairs in the hired accommodation) and equipment shall not be moved except by prior arrangements. Official exit ways must be kept clear at all times. Fire Exits must not be used as an entrance or exit (unless in the case of emergency evacuation. Any alteration or addition to the School's lighting or electrical heating systems is strictly forbidden, except with the written consent of the Head teacher. Consent may be subject to conditions, which the Hirer will be required to observe. The Hirer shall, at the end of the hire period, leave the accommodation in a reasonable tidy condition, all equipment being returned to the correct place of storage.

12. The Hirer is responsible for the safe guarding and safe keeping of all items belonging to the Hirer, its guests/delegates or third parties engaged by it. The School accepts no responsibility for such items. The Hall blinds must be pulled down where adults /children are changing. If children are changing the Hirer must ensure that they remain in the Hall.

**13. Storage**

Storage facilities cannot be provided. When Hirers are permitted to leave equipment on the premises, they do so entirely at their own risk.

**14. Hirer's property**

Furniture and apparatus required may be brought on to the premises at the Hirer's own risk. Hirers shall not bring on to the premises, without the prior consent of the Governors, any article of an inflammable or explosive nature, nor any article producing an offensive smell, nor any other substance, helium balloons, dry ice, apparatus, or article of a dangerous nature.

**15.** The Hirer shall indemnify the establishment and Hampshire County Council against all claims for damages, compensation and/or costs in respect of:

- Bodily injury or illness to Third Parties, and/or
- Damage to Third Party property caused by or arising out of or being incidental to the Hirer's use of the premises.

**16.** The Hirer shall be responsible for loss or damage to the establishment's premises and contents therein the property of Hampshire County Council.

**17.** The Hirer shall affect adequate insurance in respect of the liabilities and the loss or damage referred to respectively in Conditions 15 & 16 above.

(See Annex A to this section for explanatory notes on insurance).

**18.** The Hirer is responsible for their employees and attendees

**19. Refusal of hire**

The governors may refuse an application to hire the premises if:

- The premises are required by the School.
- There has been any damage to the property or breach of these conditions during previous use of the premises by the hirer.
- For any other reason the Governors deem it necessary or expedient to refuse the application.
- The Governors have decided not to hire the premises to any religious or political groups.

No compensation shall be payable by the governors by reason of such a decision.

## **20. Cancellation by the Governors**

The School reserve the right to cancel any hiring without notice if:

- i. The accommodation will, due to circumstances outside their control, be unavailable for the hire period or
- ii. The Hirer has failed to disclose material information concerning the proposed hiring, or
- iii. There are reasonable grounds to conclude that the Conditions of Hire may be breached to a material extent.

In the event of (i), all hiring fees will be refunded to the Hirer, but the School shall have no further liability to the Hirer. In the event of (ii) and (iii), any refund of hiring fees shall be at the discretion of the School.

Apart from exceptional circumstances e.g. emergency school closure, the Governors will give at least four weeks' notice to the Hirer, should it become necessary to cancel or postpone a letting.

## **21. Cancellation by the Hirer**

The Hirer must give at least four weeks' notice of cancellation to the Head teacher, acting for the Governors. If any shorter period of notice is given, the governors reserve the right to pass on to the hirer any costs unavoidably incurred or to impose a cancellation charge.

## **22. Payment of charges**

The Hirer shall pay the hiring fees, including any deposit, at the rates and times set out in the attached Schedule. The premises will be charged out as an hourly rate or part off hourly rate to no lower than ¼ hour.

**23.** The Hirer acknowledges that in the event that the Hirer cancels the hiring there will be a cancellation fee payable as set out in the attached Schedule and any refund of monies already paid will be at the discretion of the School.

- i. All hire charges must be paid within one month of the invoice being issued. This invoice will be issued at the end of each month for all the hires that have taken place in that month.
- ii. The School reserve the right, on proper notification, to invoice the Hirer for any charges arising from excessive cleaning time incurred as a result of the Hirer failing to leave the accommodation in a reasonable condition or for repair of the premises or equipment damaged by the Hirer, or resulting from the Hirer failing to vacate the premises by the time stipulated in the hire form.
- iii. The Hirer shall, if so demanded, pay at the time of booking a refundable deposit of £100 to be held by the Governors against costs unavoidably incurred as the result of insufficient notice of cancellation of booking, any damage caused by the Hirer, or additional cleaning required as a result of the premises not being left in a reasonably tidy condition. The only exception to this is for Tweseldown Infant PTFA. The proportion of the deposit to be retained will be decided by the Governors and their decision will be final. Use of school meals facilities and equipment is subject to County Council conditions and a deposit of £100 is required.

#### **24. Statutory requirements**

- i. All statutory requirements, including those relating to health and safety and public entertainments, must be strictly fulfilled by the Hirer. Film, music, dancing, indoor sporting events and stage events may be considered to be regulated entertainment and, as such, are licensable activities which require authorisation from the local licensing authority. For all regulated entertainment, it is the Hirer's responsibility to inform the local Licensing Authority and obtain the appropriate licence. This applies if tickets are to be sold at the door or advertised to the public, but also if tickets are offered to friends and neighbours or even if admission is free and open to all.
- ii. No musical works in the repertoire of the Performing Rights Society may be performed in public on the premises unless the Hirer has obtained the permission of the society. No copyright material may be delivered or performed unless the consent of the owners of the copyright has been obtained by the Hirer. The Hirer must indemnify the school and the County Council against any action for breach of copyright.
- iii. If the Hire is for clubs/groups of children or vulnerable adults an up-to-date DBS must be provided by the Hirer. The DBS can be no older than 3 years old. The School Office Administrator can organise a DBS application if the Hirer is self-employed. There will be a cost implication for this service.
- iv. The minimum hire regular hire period is 12 weeks (this does not apply to clubs run exclusively for Tweseldown pupils)
- v. The Hirer must complete and sign the Risk Assessment.

#### **25. Attendance and behaviour**

- i. The Hirer shall ensure that the number of persons using the premises does not exceed that for which the application was made and approved.
- ii. The Hirer shall be responsible for ensuring the preservation of good order for the full duration of the letting and until the premises is vacated. The Hirer shall at all times provide an adequate number of supervisors for any activity and those supervisors shall be present throughout the hiring period. The Hirer shall be liable for damage caused by unruly or inappropriate behaviour.
- iii. It is the Hirer's responsibility to ensure that all those attending are made aware of their responsibilities, and the County Council's and Hirer's insurance arrangements.
- iv. The Hirer must ensure that all persons are respectful of the Schools neighbours when leaving the Schools premises with particular attention to evening events. The hirer's attendees must leave the school premises by no later than 11.30pm and the Hirer must leave no later than 12 midnight.

- v. The Hirer must ensure that all rubbish is taken away and that the school bins are not used, especially for food waste.

**26.** The School reserves the right to exclude individuals or companies that it considers undesirable or inappropriate. The Head teacher reserves the right to require a representative to be in attendance for the preservation of good order and safety and to recover from the Hirer any additional expenses incurred as a result of this condition. If the Head teacher's representative considers the behaviour of the Hirer, its guest/delegates or third party contractors to be unreasonable, then the representative may cancel and/or terminate the event with immediate effect and the School shall not be obliged to refund any part of the Hire charge.

**27. Alcohol**

In no circumstances shall alcoholic drinks whether "bring your own" or purchased at the event be available at any function without prior written consent of the Governors. Applications must be made in writing at the time the Hirer applies for the use of the premises. If permission is granted for alcoholic drinks to be sold it will be the responsibility of the Hirer to ensure that a Temporary Event Licence is obtained from the local Licensing Authority. The Hirer agrees to comply with all conditions and limitations attached to the Temporary Events Notice he obtains.

**28.** The School reserves the right to require sight of a Temporary Event Notice prior to the letting.

**29. Gambling**

The premises may not be used for games of chance, other than bingo and raffle, unless specific permission has been granted by the Governors.

**30. Emergency Evacuation Procedures:**

Hirers shall familiarise themselves with the fire precautions in force on the premises and with the means of evacuation in the event of a fire, bomb warning or any other threat to safety. The Hirer is responsible for ensuring that persons attending are made aware of the evacuation procedures. Fire and other exits must be kept clear at all times. Copies of the schools Fire Strategy will be given to all Hirers. The Hall has a total capacity of 300 people.

**31. Smoking**

No smoking is allowed on the schools premises this includes the school's grounds. Smoking must not take place in the view of the school. This is a Hampshire County Council requirement.

**32. Premises Staff**

The Premises staff are instructed by the Governors to ensure that the conditions of hire are fully complied with. All reasonable instructions given by the Premises staff on duty must therefore be followed. The Premises staff will ensure that there is a broom, bags, paper towel and a mop. These will be found in the hall cupboards.

**33.** Use of the premises is limited to the accommodation hired and necessary facilities such as toilets. Car parking is permitted in designated areas at the premises subject to availability.

**34. Right of access**

The Governing Body reserves the right of access to the premises during the letting.

**35.** The Head teacher or their representative reserves the right to suspend or withdraw use of the school by an individual group with immediate effect on the following grounds:

- Causing intentional damage to the school, its equipment or any personal belongings of other users
- Violent, threatening or abusive behaviour to a member of staff or other users
- Theft of any property belonging to the school or other users
- Disruptive behaviour which is interfering with the activities of others behaviour which puts at risk the health, safety or well-being of others
- Non-compliance with or breach of licensing laws
- Behaviour which is deemed to be offensive and/or results in complaints from users
- Refusal to follow reasonable directions from the site manager or other members of the school's staff
- Non-payment of school invoices
- Any other behaviour which is considered inappropriate to the smooth and efficient operation of the School, or against the interests of all users.

Following the suspension, the user will be given reasons in writing and will be offered the opportunity to appeal to the Governing Board of the School whose decision will be final.

**36.** The Hirer may not assign or sub-let the hire of the School.

Date of review: Spring 2024

Date Ratified by Governing Body: Spring 2024

Signed by Chair of Governors:



Signed by Headteacher

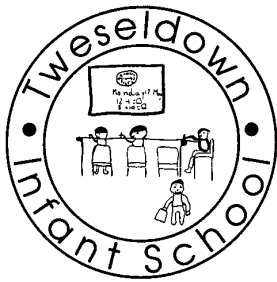
Next review date: Spring 2025

Member of staff responsible: Headteacher

Governing Board or Governor(s) /  
Committee(s) responsible: Governing Body

The plan is also available in the following formats, on request to the Head Teacher:  
e-mail; enlarged print version

**Linked Policies –**



**TWESELDOWN INFANT SCHOOL**  
**Details of Insurance Cover**

**HIRER'S INSURANCE – INDEMNITY CLAUSE**

In accordance with the terms of hiring it is customary to require persons / organisations to accept responsibility for damage to the premises and its equipment and for the Third Party claims involving injury to persons and / or damage to property.

**A. INJURY TO PERSONS OR PROPERTY**

**1** The Hirer shall indemnify the school and Hampshire County Council against all claims for damages, compensation and / or costs in respect of:

- (i) Bodily injury or illness to Third Parties, including the County Council's servants and agents and / or
- (ii) Damage or loss to Third Party property caused by, or arising out of, or being incidental to the Hirer's use of the premises.

**2** The Hirer shall effect adequate insurance to cover this liability with a minimum limit of indemnity of

- £10 million for commercial hiring's except where otherwise agreed
- £5 million for non-commercial hiring's

**B. DAMAGE TO PREMISES AND EQUIPMENT**

**1** The Hirer shall be responsible for the loss of, or damage to the premises and contents therein, which is the property of the School and /or Hampshire County Council, except when loss or damage to the premises or contents are as a result of the negligence of the School or Hampshire County Council.

**2** The Hirer shall effect adequate insurance to cover this liability with a minimum limit of indemnity of

- £10 million for commercial hiring's except where otherwise agreed
- £5 million for non-commercial hiring's

Hirers must produce evidence that the required insurance cover is in place at booking for a one off event at least 7 days before the event.

**NON-COMMERCIAL HIRERS**

Due to difficulties experienced by non-commercial hirers in arranging Public Liability Insurance with a Limit of Indemnity of at least £5 million (the lowest limit acceptable for use of Hampshire County Council premises) the County Council has arranged for their Public Liability policy to be extended, and non-commercial hirers who cannot produce evidence of Public Liability insurance, must as a condition of the proposed hiring, take out the Hirer's Insurance organised by

Hampshire County Council, (provided they do not fall within the definition of the exclusions listed below).

**HAMPSHIRE COUNTY COUNCIL – ON BEHALF OF NON-COMMERCIAL INDIVIDUALS AND ORGANISATIONS HIRING COUNTY COUNCIL SCHOOLS, COMMUNITY COLLEGES, EDUCATION CENTRES AND OTHER HAMPSHIRE COUNTY COUNCIL PROPERTIES.**

**POLICY OF INSURANCE WITH TRAVELERS INSURANCE COMPANY UNDER POLICY NO UC POP 3838475**

**OPERATIVE CLAUSE**

The indemnity will cover individual hirers and organisations in connection with their hire of and activities carried on at the hired premises for their legal liability for bodily injury or illness to third parties and damage or loss to third party property, and loss or damage to the premises and contents hired, including such liability that may be imposed on the Hirer under the terms of the hiring agreement.

**LIMITATIONS**

Aggregate liability indemnified limited to £5 million

**EXCLUSIONS**

Political Meetings and Professional Entertainment Promotions  
Commercial, business or trade hiring

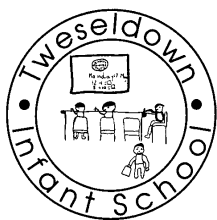
**NOTE**

**This is a public liability insurance policy. It does not provide cover for:**

**Employers Liability** – If the hirer has employees the hirer must provide this cover.

**Professional negligence of the hirer** – if the hirer is providing a professional service they must take out this cover for themselves.

**Personal Accident** – cover for participants in the hirer’s activity where they have been injured as a result of a pure accident and there is no negligence on the part of the hirer.



# TWESELDOWN INFANT SCHOOL

Nepal Gardens  
Church Crookham  
Fleet  
Hampshire  
GU52 8LL

Headteacher: Mrs Kim Tottem

Telephone: 01252 628843

[adminoffice@tweseldown.hants.sch.uk](mailto:adminoffice@tweseldown.hants.sch.uk)

## APPLICATION FOR THE HIRE OF FACILITIES AT TWESELDOWN INFANT SCHOOL

### Privacy Notice

The School collects personal information from you in order to process your application to hire school premises.

The legal basis for the School's use of your personal information is it is necessary for the performance of a contract. The School will keep your personal information stored securely.

Your personal information will be retained in accordance with the School's retention schedule

|  |        |            |                 |          |      |
|--|--------|------------|-----------------|----------|------|
| Name of Hirer  |        |            |                 |          |      |
| Address of Hirer                                     |        |            |                 |          |      |
| Email address  |        |            |                 |          |      |
| Daytime Telephone number                             |        |            |                 |          |      |
| Evening Telephone number                             |        |            |                 |          |      |
| Mobile Telephone number                              |        |            |                 |          |      |
| Facilities Required                                  |        |            |                 |          |      |
| Purpose of Hire                                      |        |            |                 |          |      |
| Anticipated number of persons (including organisers) | Adults |            | Children (0-18) |          |      |
| Duration of booking<br>( <i>please circle</i> )      | Single | Week       | Half term       | Term     | Year |
|  |        | Start time |                 | End time |      |

|   |     |            |                |          |  |
|---|-----|------------|----------------|----------|--|
| Dates Required ( <i>times should allow for set up &amp; clearing away</i> ) |     | Start time |                | End time |  |
|   |     | Start time |                | End time |  |
|   |     | Start time |                | End time |  |
|   |     | Start time |                | End time |  |
|   |     | Start time |                | End time |  |
| Total number of hire hours  |     |            |                |          |  |
| Deposit enclosed (£100)   | Yes | No         | Not applicable |          |  |
| Public liability Insurance documentation enclosed                           | Yes |            | No             |          |  |
| Risk assessment completed & enclosed  | Yes |            |                |          |  |

## Declaration

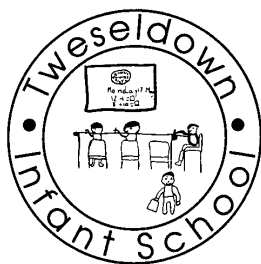
1. I have read and accept the school's conditions of hire, and agreed to abide by these and any special conditions communicated to me.
2. I agree to indemnify the County Council against any accidents or damage to County Council property or injury to persons which may be incurred as a result of the hiring unless caused by the negligence or breach of statutory duty of the County Council. I understand that the County Council have taken out a policy of insurance, brief details of which have been supplied to me, which provides an indemnity for my legal liability for accidents, damage and injury.
3. I enclose a copy or copies of appropriate qualifications held by the person(s) running the activities (where appropriate) in support of this application.
4. I accept that an additional charge may be made in respect of damage caused to the building or school property through negligence or wilful intent.
5. I understand that there will be a minimum charge unless there is a concurrent hirer.
6. I agree to the payment conditions.
7. I am over 18.

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

Title/Position \_\_\_\_\_

Date \_\_\_\_\_



Jubilee Drive  
 Church Crookham  
 Hampshire  
 GU52 8DW  
 01252 628843

adminoffice@tweseldown.hants.sch.uk

## Tweseldown Infant School – Hire Charges 2022/2023

If you are considering hiring the school for your event, please contact the school office for further information.

### Hourly Charges

(VAT is not normally chargeable)

**1st April 2024 – 31st March 2026**

### Regular Opening Hours

(other times by prior appointment)

|                  |                 |                    |
|------------------|-----------------|--------------------|
| Term Time:       | Monday - Friday | 15:10pm – Midnight |
|                  | Weekends        | 08:30am – 17:00pm  |
| School Holidays: | Monday - Friday | 08:00am – 23:00pm  |
|                  | Weekends        | 09:00am – 17:00pm  |

Evenings and weekends are subject to additional cost of Site Manager to unlock/clean and lock at a charge of £35.00 (for example out of hour's parties).

### Weekends are subject to agreement with the Site Manager

|   | Prices Per Hour |                           |        |
|---|-----------------|---------------------------|--------|
|   | Hall            | Classroom or Cookery Room | Field  |
| Daytime use for benefit to our pupils (i.e. School Clubs) | £10.00          | £8.00                     | £10.00 |
| Evening use for benefit to our pupils (i.e. Sports)       | £10.00          | £8.00                     | £10.00 |
| Weekend use for benefit to our pupils (i.e. Sports)       | £15.00          | £12.00                    | £10.00 |

|  |        |        |        |
|--|--------|--------|--------|
| Daytime use for local community (children/elderly) | £20.00 | £15.00 | £20.00 |
| Evening use for local community (children/elderly) | £20.00 | £15.00 | £20.00 |
| Weekend use for local community (children/elderly) | £20.00 | £15.00 | £20.00 |

|                              |        |        |        |
|------------------------------|--------|--------|--------|
| Daytime use for other groups | £25.00 | £20.00 | £20.00 |
| Evening use for other groups | £25.00 | £20.00 | £20.00 |
| Weekend use for other groups | £25.00 | £20.0  | £20.00 |

## Terms and Conditions

### VAT

- 1.1 VAT is not normally chargeable for general hire of rooms, school halls etc. VAT is not charged, unless the school is asked to provide any equipment such as sound systems, OHPs, computers etc. (tables and chairs can be used without the need to add VAT)
- 1.2 VAT may be exempted under HM Revenue and Customs rules if the hirer qualifies as an eligible organisation and pre-books for ten occasions or more.

### Field Hire

- 2.1 When hiring the field, the charges listed are for the field use only. If you require additional facilities this will incur an additional charge to be agreed upon request.

#### 2.2 Cancellations and Amendments

- 3.1 All requests for cancellations and/or transfers must be received in writing
- 3.2 Changes will become effective on the date of written confirmation being received
- 3.3 The appropriate cancellation fee will apply as shown below

| <b>Calendar days' notice before the date of cancellation</b> | <b>Cancellation fee</b>              |
|--|--------------------------------------|
| 28 calendar days or more                                     | No charge applicable                 |
| Between 15 and 27 calendar days (inclusive)                  | 50% of the hire fee will be charged  |
| Between 1 and 14 calendar days (inclusive)                   | 100% of the hire fee will be charged |
| Failure to attend  | 100% of the hire fee will be charged |

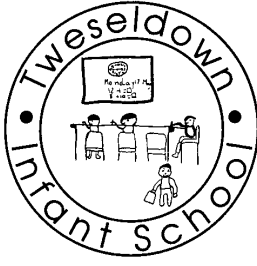
### **Commercial Advertising on School Property**

Approval on a case-by-case basis.

1 month maximum, 2 month break cost of £50 a month, 2 maximum at 1 time.

Advertisement must be approved by the Headteacher prior to being displayed.

Size and location to be approved by school.



## Appendix A:

### Football party proposal at Tweseldown Infant School

***This Agreement is between Tweseldown Infant School and Mr L Smith –who has both a DBS and current First aid training and is the sole individual responsible for the terms of the hiring agreement. Mr L Smith is responsible for all terms of hire with the 3<sup>rd</sup> party interested in utilising school facilities for a party. We take no responsibility aside form the hire agreement with Mr L Smith.***

***This hire agreement is only for:***

- (a) Access to the school car park***
- (b) Access through the side gate adjacent to the staff car park***
- (c) Access and use of the MUGA pitch, the school field and the school hall only (inc. library toilets) No access to the kitchen is provided. No access to the rest of the school is provided. Any access to other parts of the school will be seen as a breach to the hire agreement.***

The 2 hour party will be a football party conducted by Mr L Smith, outside on the school MUGA Pitch for approximately 90 minutes and then the school hall for food and cake for 30 minutes.

Parties are to be primarily for children who either attend Tweseldown Infant School or those who attend the Saturday football club. We wish that the majority of attendees are school pupils but respect that there may be a small number of guests who do not attend. Guest's age limit should be 7 or under (i.e. YR 2 and under). This opportunity is not open to the wider community, the school has priority and parties cannot take place when any of the school facilities are otherwise booked for school or club use.

A maximum of 30 children may attend and a maximum of 10 adults may attend for the duration (please note, adults are not permitted within the MUGA).

Food must be provided by the parents/carers of the birthday child and to be consumed in the school hall only. Any school equipment, tables or chairs used must be cleaned and tidied away afterwards.

Party decorations must be removed at the end of the session and we ask that no blue tac or sellotape is used on the hall walls.

All parts of the school must be cleaned and left in the same condition as they were found. The School will hold Mr L Smith responsible for this as part of the hire agreement.

The MUGA – Rubbish to be cleared away, gate to be locked.

The hall – Any tables/chairs used to be cleaned and put away prior to departure, floors to be swept, spillages to be wiped clean and any rubbish to be taken off site for disposal.

Toilets – 2 available toilets are located in the library, opposite the school hall and must be left in a clean condition.

Mr L Smith will be notified where cleaning equipment for the school building can be accessed. It will be Mr L Smith's responsibility to ensure the school is left in the condition it was found and that cleaning equipment is used and returned by the hiring party and not accessible to children throughout the party period.

Access to the school can be from 30 minutes before and after the party period. **The School will charge £40 per hour for the hire of the facilities.** No part hours will be permitted.

**Other key points:**

No dirty or wet clothes or footwear are permitted in the school building. A Change of clothes is recommended.

A change of footwear is required (No studs on our MUGA pitch please)

Any cleaning required to be undertaken by the school, after a party, will be billed and an invoice sent to Mr L Smith.

The Hall equipment will be the responsibility of Mr L Smith – to ensure all items remain on the premises and the items are kept in the condition found.

Due to the height of the hall ceiling no helium balloons or balls are allowed. Any decorations that the school have to clear will be billed and an invoice sent to Mr L Smith.

Party games can be played in the hall (no ball games)

Music is allowable in the hall only – Mr L Smith to provide a small portable device for parties.

We will not request a deposit from Mr L Smith given his link to the school. We advise that as part of this hiring agreement and the points above he secures a suitable deposit for use of the facilities from the hiring party.

It is the responsibility of Mr L Smith to ensure the school is appropriately locked and secured at the end of the party, including the school car park access.

A risk assessment will be completed and attached as appendix A to this hiring agreement.

The parties will review this RA at least annually.

Mr L Smith will provide evidence of his Public liability insurance and a copy will be kept on file with the hire agreement.

The term of this hiring agreement will be until the end of the summer holidays 2024. If desired by both parties, a new hiring agreement/term will be discussed for the 2024-2025 academic year.

In the case of an emergency – accident forms **must** be completed, if required call the Emergency services and a responsible person in the staff car park to guide the emergency personnel to the area of incident. If there are any safeguarding concerns contact Children’s services on 0300 555 1384.