



Lettings Policy

Conditions of Hire

Terms used in these conditions:-

We, Our, Us	means Stokes Wood School.
You	means the hirer or the person signing the booking application, and the club or organisation you represent.
Premises	means the room/area booked for hire.
Event	means the event activity or block booking for which the booking is made.
Hire Period	means the period the hirer is entitled to use the premises, specified on the official confirmation of the hirer's booking application or any agreed amendment

The Hire Conditions

1) Liability

- 1.1 You, as the hirer, are personally responsible for complying with these conditions together with the club or organisation you represent.
- 1.2 Before the event start date, you must complete, sign and return the Conditions of Hire Acceptance form accepting personal responsibility, together with the club or organisation you represent, for compliance with these conditions.
- 1.3 We have the right for our employees to enter the premises during the event to make sure you comply with these conditions of hire.

2) Booking Applications

- 2.1 We only accept booking applications on the official booking application form
- 2.2 We may, at our discretion refuse an application.
- 2.3 We will send confirmation of your booking to you in writing.
- 2.4 You may not transfer a booking without the schools agreement in writing beforehand.
- 2.5 Any unauthorised transfer of bookings may result in the school refusing to accept any future bookings from you and also you may lose your deposit.

3) Cancelling Bookings

School Cancellations

- 3.1 We may cancel your booking where events beyond our control mean that your event cannot take place. If this is the case you will be entitled to a full refund of any payment you have made to us in respect of the booking.
- 3.2 We may cancel your booking if you breach the Conditions of Hire. If we cancel your booking for this reason you the hirer will be responsible for your own losses.

Hirer Cancellations

- 3.3 For any booking you must give at least 7 days written notice to cancel the booking.

4) Charges and Part Payments and Payments

- 4.1 For non commercial and casual 'one off' bookings you must pay a part payment of £20 with your booking application and pay the balance at least 14 days before the event.
- 4.2 For commercial bookings you must pay a 25% part payment when booking and pay the balance at least 28 days before the event.
- 4.3 For block bookings you must pay one month in advance.
- 4.4 If you do not pay the balance on time we can treat this as a breach of conditions and cancel your booking as set out in 3.3.

5) Hire Period

- 5.1 Hiring the premises does not entitle you to enter or use them at any other time other than the hire period booked and confirmed, unless you arrange this with the school beforehand.
- 5.2 Setting up and dismantling equipment **MUST** take place within the hire period.
- 5.3 If you use the premises beyond the hire period you will be liable for an additional charge at the current hourly rate to the nearest 30 minutes.

6) Premises and Equipment

- 6.1 You must not drive screws or nails into the walls, floor or ceiling or into any fixture or fittings.
- 6.2 You are responsible for removing all equipment, decorations, refreshments and all other goods not belonging to us at the end of your hire period.
- 6.3 **You must make sure the premises are clean and tidy at the end of your hire period and all waste and rubbish is collected and taken away.**
- 6.4 You will be liable for any damage to the premises or any equipment you use during your hire period.
- 6.5 Smoking is NOT permitted on any part of the premises.
- 6.6 You may not sell or auction any goods on the premise without written agreement from the school.

7) Insurance – Public Liability Insurance

- 7.1 You must take out sufficient and appropriate insurance for your event including liability insurance for death or injury to persons or loss or damage to property including the school premises or equipment of the school. Such insurance must indemnify the school against any claims that may be brought against it arising from your event.

- 7.2 We may ask you to provide evidence of sufficient and appropriate liability insurance before your event can proceed.

8) Safety

- 8.1 You must ensure that all persons attending the event use the premises, facilities and equipment in a proper manner.
- 8.2 You must not alter or add to the lighting, loud speakers, microphones or any other electrical equipment without agreement in writing beforehand from the school.
- 8.3 All electrical equipment you use at the event must have a current electrical safety certificates.

Fire Safety

- 8.4 You must make sure that:
- During the event, no one interferes with fire doors.
 - You keep EVERY corridor, entrance and exit clear ready for emergency use.
 - No one interferes with fire extinguishers except if there is an emergency.
 - You comply with all other safety guidelines the Site Manager and the school brings to your attention, and that you read the attached Fire Safety Guidance.
 - You ensure that you report any damage to items/property to Site Manager or staff member on duty immediately.

Accommodation Limits

- 8.5 You must not exceed the maximum accommodation limit listed for the premises.

Supervision

- 8.6 You must make sure you adequately supervise and control children attending the event.
- 8.7 You are responsible for all persons involved in supervising the event, and ensuring that they are suitable, competent and properly trained. In particular, you should consider having persons involved in organising or supervising your event checked through the Criminals Records Bureau if your event involves children and those persons are likely to be directly in contact with children – ie; Play Scheme.
- 8.8 You must arrange suitable First Aid cover at your event.

Unacceptable Behaviour

- 8.9 The Site Manager or member of school staff on duty may terminate the event if there is any indecent, disorderly or dangerous behaviour that poses a risk to persons at the school or damage to the school or equipment during the event.

9) Advertising

- 9.1 You may not exhibit any advertising material in the premises or at the school without the schools approval beforehand.

10) Refreshments

- 10.1 Alcohol / Intoxicants shall not be brought on to the premises.

CONDITIONS OF HIRE ACCEPTANCE

Could you please read and check your understanding of the conditions of hire before you sign.

Event to be held at Stokes Wood Primary School,
using the Hall / Gym / Field / Play Ground.

On (date) at (time)

I understand that I am personally responsible for complying with the Conditions of Hire

Your Name (Print)	
Your Signature	
Organisation	
Your title (ie secretary)	
Address	
Amount Paid	
Telephone	
Date	

PLEASE RETURN THIS SECTION TO
STOKES WOOD PRIMARY SCHOOL OFFICE