



Tom Hood Community Science College Conditions of Hire

1. The person **signing the application form** shall be considered the Hirer and must be over 18 years of age.
2. The premises will only be used for the natures of the **event and times described** in the application booking form.
3. The Head Teacher or his/her representative may **refuse admission** to any person without giving any reason for doing so and may similarly require any person to leave the premises.
4. The Hirer will be responsible for ensuring that all activities take place in a **safe** manner.
5. The **behaviour and safety of persons** on the premises for this booking are the responsibility of the Hirer. The Hirer must ensure any person entering the Premises during the letting period does not cause any nuisance or disturbance to the Governors, School or neighbours.
6. The Governing Body shall not be responsible for any **loss or damage to any property** arising out of the hire. 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 school arising from or in consequence of their hiring of the school premises or equipment; the costs of reinstating or replacing any part of the premises or any property which shall be damaged, destroyed or removed during the period of hire of the premises; any infringement of copyright which may occur during the hiring (if applicable).
7. The **Hirer shall be responsible for all damage or loss** to any fixtures, fittings, sports or other equipment or property occurring during the period of the hire. Any damage to the premises or its contents must be reported on the day of hire to the Site Services personnel or the person supervising the letting. A written report on the damage must be sent to the Lettings Administrator shortly after.
8. The Hirer must familiarise himself/herself with the **emergency procedures** for fire, first aid, accidents and defects reporting and carrying them out to the best of his/her ability. The Hirer is responsible for the Health and Safety of all persons attending the event ensuring they are aware of evacuation procedures and emergency exits. No exits or corridors may be clocked and no fire-fighting equipment removed.
9. A **qualified person** must be present during all sessions that are considered to be of a hazardous nature, e.g. karate, gymnastics, judo etc. or where the club/organisation is a youth group. It is the responsibility of the Hirer to check the qualifications of those supervising such activities.
10. The Hirer is responsible for the adequacy, suitability and safety of all **equipment** brought onto the premises.
11. It is the responsibility of the Hirer to obtain any **license** for the sale of drinks at the performance of plays and similar productions.
12. The Hirer must ensure that the re **sufficient stewards** located in areas which will prevent **unauthorised persons from entering the premises** and to ensure that **guests are restricted to the area hired for the function**.
13. It may be necessary for the School to **cancel or postpone the event**. If this occurs, the Hirer can make no claim against the School or Governing Body or any loss he/she may sustain.
14. **Authority to accept or cancel** a booking shall rest with the Head Teacher.



15. The premises must be **left in a clean and tidy state and all equipment must be put back** after use. If the premises are not cleaned to the satisfaction of the Caretaker, the Hirer will be responsible for any payment necessary to have them cleaned.

16. The **Caretaker will be present to unlock the premises at the beginning of the hiring and lock up again at the end.** He/she may not be available during the period of the hire, except in extreme circumstances.

17. **Smoking is not permitted** in any part of the School or its grounds.

Alcohol may not normally be consumed on the premises, but this restriction may be waived in special circumstances. Where agreement is given for the consumption of alcohol, the hirer must accept responsibility for compliance with licensing laws (a copy of which must be provided to the lettings administrator in advance).

18. **Car parking is only allowed in the allocated car parking spaces.** All roadways **must** be kept clear. 'No Parking' signs **must** be respected. Cars are parked at the Hirers own risk.

19. The Council requires having and maintaining for the duration of the **hire insurance cover** arranged with a reputable company, to provide a minimum third party indemnity. It is the responsibility of the Hirer to effect this cover and whatever other insurance he/she requires to cover his/her liabilities. The Hirer must pay all premiums or other costs arising in the provision of such policies of insurance

20. No Advertisements, emblems or slogans shall be displayed outside the school premises without the written permission of the school.

21. **Payment – For occasional lettings:** The Hirer to pay a non-returnable deposit of the fee for 1 hour for the facility required when the booking has been confirmed.
The balance to be paid no later than 30 days before the event.

For block bookings: Payment to be made in invoice at the beginning of each term with full payment required by half term.

22. The School may **end this agreement** by giving the Hirer 4 week's written notice at any time. The School may end the agreement immediately if the Hirer's application is in breach of any of the stipulations and conditions in this agreement.

23. **Child Protection** - In addition to the aforementioned liability to ensure adequate safety arrangements, the Hirer should specifically ensure suitable arrangements are in place to safeguarding children and child protection if working with children and young people.

Signature of parties entering the Agreement

I have read and understood the terms of hire as above and agree to abide by them:

NAME: _____

ADDRESS: _____

SIGNED: _____ DATE: _____