



Appendix B

Terms and Conditions for Use of the School Premises

1. In the event of a cancellation or any variation to the booking a minimum of two weeks' notice is required. Any cancellation or variation to the booking of less than two weeks will attract a cancellation fee or the hire charge at the full rate.
2. Payment is required by date stated on invoice (unless separate arrangements have been made) – payment to be made to Enlighten Learning Trust by BACS to Lloyds Bank sort code 30-94-77 account number 65307968 quoting your account no. and invoice number.
3. The School Management reserve the right to terminate this agreement should charges not be settled within the agreed terms.
4. The hirer shall pay to the school the cost of repair or replacement resulting from any loss or damage arising from the hiring however caused or of whatever nature to the school premises and all equipment or property thereon (whether provided by the school or any other body or person). *Hirers shall ensure they have a policy of insurance to cover such liability up to at least £5 million* and shall provide a copy of the policy for school records.
5. Alcohol may only be brought onto the school premises with the Head of Schools approval. This must be obtained in advance of the letting by submitting a written request to the Headteacher. Where a licence for the sale of alcohol is necessary, this is the sole responsibility of the hirer and must be produced in advance of the letting.
6. The hirer will be greeted on arrival by the estates team and be shown to the area/facilities that the hirer has booked. Hirer should not enter any other parts of the school and will have access only to the particular room(s) let to them, including where it is practicable the use of a cloakroom and toilet accommodation.
7. The estates team will not always remain on site unless separate arrangements have been agreed and should only be contacted in an emergency regarding the premises/site.
8. If in attendance, the estates team will give reasonable assistance, within the terms of their employment, to hirers. Where the hirer provides additional personnel to prepare for a letting, these personnel shall be subject to the general direction and control of the estates team.
9. The facility will be left clean and in good order. The school reserves the right to charge the hirer if any additional costs incurred if premises not left in a satisfactory condition for use by the school.
10. Food and drink may only be consumed in areas agreed in advance when booking.
11. The hirer is responsible for completing a thorough risk assessment for all activities, including emergency evacuations and must agree to follow the school emergency evacuation procedures and to maintain an accurate list of event participants to use in event of an emergency.
12. A hirer must not sub-let to another party.
13. A hirer must not facilitate access to the school premises for any person who is not associated with the hirer's group or club.
14. Out of hours hirers must remain on site until the estates team return to lock the premises at the end of the time stated on the booking form unless a key holder agreement is in place.
15. No preparations or fixings are to be applied to the floor, walls, doors, or windows or to any of the equipment made available by the school.
16. The use of dry ice and pyrotechnics is not permitted as these will activate the fire alarm.
17. Electrical and technical equipment must not be used without prior arrangement with the school. This includes the use of the integral sound and lighting systems, projectors, and screens. Use of electrical and technical equipment may incur an additional cost
18. Seating accommodation in the room booked may be used, but the hirer must make their own arrangements for any additional chairs, tables etc. required for the letting, and for removing them before the school re-opens on the following day.
19. The hirer will acquire all appropriate additional licenses for any activities they are running, including those required for use of any third-party intellectual property and performance licenses.
20. A hirer must not use the premises in a manner which is likely to cause disturbance e.g., noise or distress to any other hirer, staff, or students at the school or to the occupiers of properties neighboring the school.
21. The school operates a No Smoking Policy on site and the hirer shall ensure that this Policy is observed by all persons associated with the group/club.
22. Except in case of trained guide dogs for the blind and hearing dogs for the deaf, animals shall not be permitted on school premises.
23. Appropriate footwear must be worn in areas of the school e.g., sports hall. This will be advised on booking.
24. Any dispute on the use of school facilities or school equipment out of normal school hours shall be settled by the School Management.
25. The school is committed to safeguarding and promoting the welfare of children and young people and expects hirers and their representatives to share this commitment. Hirers must have appropriate safeguarding policies and procedures in place and confirm that they, themselves, and those persons likely to have contact with children, have been subject to Enhanced Disclosure and Barring Service checks. The school's Safeguarding Governor and Designated Safeguarding Lead reserve the right to undertake assurance checks of this documentation and/or remove from site any persons whom the school has concerns relating to their conduct.
26. The school does not accept any responsibility for loss or damage to any goods, cars or personal effects belonging to the hirer or members of their organization, association, clubs etc.
27. The school reserves the right to see the hirers risk assessment policy and/or risk assessment procedures for the event for which the hiring of venue has been booked.
28. Power of Revocation
 - (a) The School Management reserve the right to revoke without notice any contract for the hire of the school premises.
 - (b) The School Management reserve the right to terminate this agreement should charges not be settled in accordance with Clause 2 above.
 - (c) The School Management or any employee of the school so authorized, are empowered to withdraw, without notice, permission to use school playing fields when such playing fields are unfit for use.
 - (d) The School Management reserves the right to cancel the hiring of premises, should the school require the premises for educational or local government purposes or in order that maintenance tasks can be undertaken. Every effort will be made to give as much notice as possible of such a cancellation. On termination of the hiring under this condition the school shall return to the hirer any money paid. The school shall not, however, be under any liability for any loss incurred by the cancellation.

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