



# The Crypt School Hall Facilities Hiring Agreement

Dates of use	From		Hours of use	Start	
	To			End	
Purpose of Hire					
Applicants Name					
Applicants / Invoicing Address					
Contact Telephone No's	Home		Mobile		
Email Address					
<b>Hire Fee (Full list and details of hire fees and deposit required on page 4 of this agreement)</b>					
Small Friday Night 17:00 - 22:30			370.00		
Large Wk. End (up to 600 people) 8.00 - 22:30			1,000.00		
Small Wk. End (up to 100 attending) 8.00 - 22:30			350.00		
Use of Kitchen			150.00		
Wk./Day Evening			150.00		
Re-setting Exam Desks			200.00		
Extended Hrs. 22.30 - 24.00			270.00		
Returnable Deposit Required	£		Agreed Hire Fee	£	
Payment Terms	<b>Indicate your selected payment method</b>				
<i>(Please note we no longer accept cash payments)</i>  <b>Account Details</b> <b>Sort Code: 05-04-35</b> <b>Account: 76991111</b>			Cheque Payment		
			Direct Bank Transfer		

It is the hirers' responsibility to provide the School with up-to-date copies of the following documents at time of application

**Please mark as appropriate**

Liability Insurance copy (in date)

Completed Risk Assessment Form (this can be basic but does require a thought process, to reduce risk for your team members)

**By signing of this agreement, you accept all our Terms and Conditions overleaf**

Name of Signature \_\_\_\_\_ Position \_\_\_\_\_

Signed \_\_\_\_\_ on behalf of \_\_\_\_\_

Date \_\_\_\_\_

# TERMS AND CONDITIONS FOR HIRE OF SCHOOL HALL



## APPLICATION AND FEES

- The signatory of the application shall be the hirer. Where a promoting organisation is named in the application, that organisation shall also be considered the hirer and shall be jointly and severally liable hereunder with the signatory.
- Fee payable shall be agreed by the Estate Manager at time of book enquiry. The Governors reserve the right to alter or revise these charges at any time.
- The fee for an occasional hire shall be paid in full within thirty days prior to the date of hiring along with the agreed deposit to cover loss and damage.

## CANCELLATION

- The Governors or their agent(s) acting on their behalf reserve the right, having good reason, at any time without notice to cancel a hiring or withdraw permission for the hirer to occupy any part of the hired premises on any particular date. In such event, the Governors shall not incur any liability whatsoever to the hirer other than for return of any fee or the appropriate part of any fee paid in respect of the hiring.
- If the hirer cancels the hiring of the premises the Governors shall be entitled to retain or demand as the case may be the whole of the fee paid in respect of such cancelled hiring PROVIDED THAT if notice of such cancellation is received at least seven days prior to the date of the hiring the fee will be refunded or remitted to the hirer subject only to any necessary deduction or payment in respect of expense already incurred by the school in respect of that hiring.
- Bookings taken are subject to the premises not being subsequently required for Parliamentary or Local Government elections or other statutory purpose. In the event of the premises being so required, the Governors will refund to the Applicant all charges made by them and already paid by the Applicant. The school shall not be liable to pay any compensation for any loss incurred by the Applicant.

## FURNITURE AND EQUIPMENT

- The hirer's use of the hired premises shall be deemed to include the use of chairs and tables only.
- Where additional equipment or furniture is required by the hirer this will be subject to an additional charge and only by specific approval of the Estate Manager.

## KITCHEN FACILITIES

- Kitchen and facilities for the preparation of refreshment are not included in the hiring agreement unless requested prior to booking and consent for facilities given by the Estate Manager. Additional fee payable for this provision.
- The School do not offer the use of any light equipment, plates, cutlery or similar items. Hirer are required to supply their own.
- Heavy equipment, stoves, fridges, fryers, etc. can only be used by prior agreement. This will require the hirer providing evidence of competence of usage and appropriate insurance cover.
- Kitchen and facilities, for the preparation of refreshment used by the hirer, must be returned thoroughly cleaned and to an acceptable standard.
- Where the hirer wishes to use the facility only to provide light refreshment the school will endeavour to accommodate this, but there will still be a requirement to sanitise the area used.
- Any additional costs incurred for whatever reason will be re-charged to the hirer.

## HEALTH, SAFETY AND CONDITION OF PREMISES

- The hirer/hirers shall during the hiring be responsible for:
  - taking all measures necessary to ensure that the permitted number of persons using the hired premises is not exceeded;
  - the efficient supervision of the hired premises and for the orderly use thereof; including the observance of the governor's Guidance on smoking on school premises;
  - ensuring that all proper safety measures are taken for the protection of the users of the premises and equipment including adequate adult supervision where young people are concerned;
  - familiarising themselves and the users of the premises with the fire-alarm positions, the locations of the fire-fighting equipment and the establishment's exit routes;
  - ascertaining the location of the nearest emergency telephone;
  - the provision of a suitable first-aid kit;
  - compliance with the Food Safety Act where catering facilities are involved.
- The hirer shall at the end of the hiring be responsible for:
  - ensuring that the hired premises are vacated promptly and quietly;
  - ensuring that the hired premises are left in a safe and secure condition and in a clean and tidy state.

Failure to comply with these conditions may lead to additional charges.

- No nails, tacks, screws, or other like objects shall be driven into any part of the hired premises nor shall any placards, decorations or other articles be fixed thereto.
- No alterations or additions to any electrical installations either permanent or temporary on the hired premises may be made without the written consent of the Governors. Electrical apparatus must be switched off after use and plugs removed from sockets.
- The hirer shall not permit or suffer any damage to be done to the hired premises or any furniture or equipment therein and shall make good to the satisfaction of the Governors and pay for any damage thereto (including accidental damage) caused by any act or neglect by himself, his agents or any person on the hired premises by reason of the use thereof by the hirer.
- Except insofar as the Unfair Contract Terms Act, 1977 (or any statutory modification or re-enactment of it) otherwise requires, the school nor Governors acting on its behalf will be responsible or liable in any way whatsoever or to any person whatsoever (and whether or not there shall be any negligence by its servants or agents) in respect of:
  - any damage or loss of any property brought on to or left upon the hired premises either by the hirer or by any other person;
  - any loss or injury which may be incurred by or done by or happen to the hirer or any person resorting to the hired premises by reason of the use thereof by the hirer;
  - any loss to breakdown or machinery, failure of electrical supply, fire, flood or government restriction which may cause the hiring to be interrupted or cancelled;
- The hirer shall be responsible for and shall indemnify the school, its servants and agents against all claims, demands, actions and costs arising from the hirer's use of the hired premises or from any loss, damage or injury suffered by any person arising in any manner whatsoever out of the use of the hired premises by the hirer.

## LICENCES

- The hired premises shall not be used for the sale or supply of intoxicating liquor, or the holding of any public entertainment, theatrical performance, film exhibition, lottery or other similar function without the consent of the Governors, and such consent shall be subject to the hirer first obtaining

the necessary licence or permission required under current legislation, and producing this for the scrutiny of the Governors if required. The hired premises shall not be used for any betting, gaming or gambling.

- The hirer shall indemnify the school against any infringement of copyright which may occur during the hiring.

## GENERAL

- The right of entry to the hired premises at any time during the hiring is reserved for authorised officers and employees of the school and the head of the establishment or a person authorised by him/her.
- The hirer and his agents shall during the hiring and during such other times as they or any of them shall be on the hired premises for the purpose of the hiring comply with all reasonable requirements of the caretaker of the hired premises.
- The hirer shall not sub-let the hired premises or any part thereof and in the event of this condition being breached or any threat thereof then the hiring will stand cancelled, the charges forfeited and the hirer and sub-hirer excluded from the hired premises.
- Any notice or necessary action required in respect of this hiring may be undertaken by a representative of the Governors.

<u>Lettings 2017-18</u>	<u>Hire Fee</u>	<u>Required Returnable Deposit</u>
Friday Night - Occupancy Hire 17:00 - 22:30 Let. Clean, Admin	370.00	500.00
Large Wk. End Let, Clean, Admin (up to 600 people attending) 8.00 - 22:30	1,000.00	600.00
Small Wk. End - let, Clean, Admin (up to 100 people attending) 8.00 - 22:30	550.00	500.00
Use of Kitchen	150.00	
Wk./Day Evening	150.00	
Re-setting Exam Desks	250.00	
Sports Hall & Classrooms - Weekends	200.00	
Exceeding agreed letting time	270.00	
Lettings 22.30 - 24.00 Extra time	200.00	
Leaving school premises in untidy / unacceptable condition ( Taken from deposit )	350.00	