

The Crypt School Sports Hall Facilities Hiring Agreement



Dates of use	From	
	To	
Hours of use	From	
	To	
Purpose of hire		
Applicants name		
Applicants / Invoicing Address		
Contact telephone No's	Home	
	Mobile	
email address for contact		
<u>Payment Terms</u>	Indicate your selected payment method	
<p>(Please note we no longer accept cash payments)</p> <p>Bank Account Details Yorkshire Bank Sort Code: 05-04-35 Account: 76991111</p>	Weekly Direct Bank Transfer	
	Monthly Sanding Order	
	Direct Bank Transfer 5 days following invoice	
	Full Payment by Cheque (for block bookings less than 12wks only – no deposit then required)	
Agreed Hire Fee	£	per hour
Deposit	£100.00 (only required for booking of less than 12 week)	
Total Charge	£	

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

Name of Signature _____ Position _____

Signed _____ on behalf of _____

Date _____

TERMS AND CONDITIONS FOR HIRE OF SPORTS HALL



- All lettings must be adequately supervised by responsible adults
- All bookings are required to submit an electronic copy of their public liability issuance cover along with a completed and signed booking agreement form and send through copies of renewed policies.
- In signing bookings agreement, hirers accept and acknowledge that the sports hall, attached block and main School building are not manned and responsibility passes to the hirer to check that the building is safe to use
- Any damages and breakages occurring or found at the start of a session must be reported to the Estate Manager by email to hbaldwin@crypt.gloucs.sch.uk, or by texting mobile 079 52 52 0564 as soon as possible in order to identified responsibility
- All lettings to provide a name and phone number for point of contact on letting agreement
- Misconduct and unexplained damages will result in withdrawal of facilities
- Hirers must ensure that all lights are switched off in the sports hall and all doors securely shut on exiting from the building
- The School has the right to cancel a booking for School open days'. The School will give prior warning of such event.
- Access to the sports hall & building is by allocated code to hirer. Codes only grant entry into the building 10mins prior to booking time.
- All weekday lettings to vacate premises by 10pm
- Unless by prior agreement, all one-off and short term lettings to make payment in full before letting commences and the issuing of an access code
- Two weeks' notice required for block booking cancellation
- All sports equipment used MUST be replaced to where found or in identified storage areas
- No Food or Drink to be consumed in Sports Hall
- No Smoking permitted with in the school grounds
- Only non-marking trainers and indoor footballs to be used in Sports Hall
- It is the hirers' responsibility to ensure the facilities are left in a clean and expectable manor
- Sports Hall bookings to include all half-terms and school holidays excluding 1-week closedown at Christmas

Hire Fees

Long Term Block Bookings (more than 40 week per year)	£25 / hour
Block Bookings (less than 40 week, but more than 12 blocks)	£30 / hour
Block Bookings (less than 12)	£35 / hour