

CONDITION OF BOOKING

1. The use of our school premises is permitted by the School/Governing Body on the understanding that the following rules are adhered to at all times.
2. Once the Hirer has accepted a permit to use the school premises, they are automatically bound by all terms and conditions of usage of the premises. The School/Governing Body have the right to vary these terms and conditions at any time.
3. The person signing the application form, on behalf of their organisation, is personally responsible for ensuring that all terms and conditions of our lettings policy are adhered to.
4. The requirements of the school School/Governing Body on or in connection with the issue of licenses for public dancing, music or any public entertainment must be strictly fulfilled. As those licenses lay down stringent regulations, the hirer must study the regulations of the Local Education Authority on the issue of licenses for such purposes. A copy of the regulations and requirements can be obtained on application to the School/Governing Body.
5. If a hirer is uncertain as to the application of any of the licensing regulations, he/she should obtain further information from the Licensing Officer of the London Borough of Redbridge). A hirer who is organising events for children must have regard for the requirements of The Children Act 1989.
6. The hirer shall cover the respective bodies and persons from and against all loss and damage which the School/Governing Body or any property belonging to or under the control of the School/Governing Body, may sustain or incur by reason of the permission to use the premises or otherwise arising out of or in connection with such user, including cost of replacement and reinstatement and the damage to the property of, or the bodily injury or death of any person or persons.
7. The School/Governing Body will not accept responsibility for any loss of or damage to any property owned by any person using the premises during the period of the letting. Property shall be brought on to the premises at the sole risk of the owner.
8. The hirer must make sure that all users are aware that they are solely responsible for the security of their personal property, and should put a sign up to this effect. If tickets are issued for any event, this statement should also be printed on the ticket.
9. The hirer is responsible for informing the School/Governing Body, of any person sustaining injury or loss on the school premises during the period of the let. This information must be presented in writing to the School/Governing Body within 24 hours of the event. Any further information required by the School/Governing Body must be made available on request.
10. No intoxicating liquor shall be brought or consumed on school premises or any part thereof except by recognised organisations. It is the responsibility of the

hirer, on behalf of the recognised organisation, to obtain any necessary license for the sale of intoxicating liquor.

11.

(a)	No musical works in the repertoire of the Performing Right Society may be performed in public on the premises except on payment to the Society of the appropriate fee,
(b)	No lecture, play, opera, dramatic or musical or other work in which a copyright subsists shall be delivered or performed on the premises unless the consent of the owner of the copyright has been previously obtained by the hirer and all necessary fees paid. Proof of permission to use the piece of work must be shown to the School/Governing Body of the school at the time of booking.
(c)	The hirer and the guarantor shall cover the School/Governing Body from and against all costs, claims and demands which may be made against the Council, Education Committee or the School/Governing Body for any breach or infringement of copyright.

12. The School/Governing Body may cancel any permission granted to use the premises:

(a)	If it should appear that the same or any part thereof will be required for public or official purposes
(b)	If any damage has been caused to the premises or to any property of the School thereon by reason of any previous use of the premises by the person or body now wishing to use the premises.
(c)	If breaches of the requirements of the Council or of the London Borough of Redbridge licensing conditions or of the Justices in connection with public dancing, music or other public entertainments occur.
(d)	If, for any reason, the School/Governing Body deem it necessary or expedient to cancel the license or permit.
(e)	If, for any reason, the school is closed, no compensation shall be payable by the Council or the School/Governing Body, to the hirer or any other person by reason of any such cancellation. Any fees paid to the School/Governing Body in respect of a permit which is subsequently cancelled by the Council or the School/Governing Body will be refunded unless the cancellation is by reason of damage having been caused.

13. The use of a projector may be permitted subject to the approval of the School/Governing Body, of the type of projector and to any conditions prescribed by the School and other appropriate authorities as precautions against fire and panic.

14. No person under the age of 16 years is permitted on the premises without adequate adult care and supervision.

15. The right of access to all parts of the school premises whether or not included in the permission for user is reserved to the School/Governing Body or any officer authorised by them or any of them and the hirer shall not obstruct or interfere with this right.

16. No alterations or additions to the electrical installations at the school may be made without previous consent in writing of the School/Governing Body and any such alterations and additions as may be authorised shall be carried out in accordance

with the directions and to the satisfaction of the School/Governing Body and shall be reinstated forthwith at the expense of the hirer to the like satisfaction.

17. No additional staging, curtaining or scenery may be erected without the previous consent in writing of the School/Governing Body and any such alterations and additions as may be authorised shall be carried out in accordance with the directions and to the satisfaction of the School/Governing Body and shall be returned to their original state immediately after usage, at the expense of the hirer.

Where any use involves the erection and/or dismantling of a stage, this will be carried out by the hirer at his/her expense under the supervision of a representative of the School/Governing Body.

All such curtaining or scenery shall be rendered non-inflammable. Stage scenery and other effects must neither be brought on to the school premises nor taken away while the school is in session except with the express permission of the School/Governing Body and Head teacher.

18. Furniture, including chairs, must not be removed from the school premises nor for use either on the playing field, playground or in any other building outside the school unless prior permission has been applied for and granted by the School/Governing Body.

19. No advertising may be placed in any area of the school premises without the direct permission of the Head Teacher of the school.

20. The use of any preparation or material for the purpose of preparing a floor for dancing is not allowed, as this may make the floors dangerous for normal use. The safe condition of the floors shall be deemed acceptable to the hirer after inspection and will remain the hirer's responsibility during the letting.

21. If the terms and conditions of hiring are contravened in any way, the School/Governing Body reserves the right to cancel any permission for further use and will inform the hirer in writing. In such event, the hirer will not be entitled to any compensation or refund of any payment made in respect of such use.

22. It is the responsibility of the hirer to ensure that any area of accommodation used in the course of the letting is left in the condition in which it was found and is maintained in a safe condition during the letting.

CONDITIONS OF USAGE

1. Any movement of furniture required must be undertaken by the hirer under the direction of the caretaking staff of the school. No furniture or apparatus is to be used without prior permission.
2. The authorised hirer is responsible for those attending the function and, in particular, for leaving the site in a quiet and orderly fashion by the time stated in the booking agreement.
3. Where car parking is required, the hirer must undertake the proper stewarding and control of the parking area in collaboration with the police where necessary. The hirer must maintain safe entry and exit from the premises and provide and maintain clear access for emergency vehicles and service vehicles.
4. No alcoholic drinks may be consumed or brought onto the premises unless written permission has been applied for and received from the School/Governing Body. No alcoholic drinks may be sold without a magistrate's license, and this must be shown in advance to the School/Governing Body. Safety regulations require that no alcoholic drinks are stored or consumed in the kitchen area.
5. The hirer is responsible for the protection of the premises from damage, for the good behaviour of all associated users
6. The hirer is responsible for ensuring that all areas are left clean and tidy as found. This includes all outside areas as well as indoor areas. If this is not found to be the case the hirer will be charged a penalty sum to cover costs of any repairs or cleaning required.
7. No school staff are permitted to accept hospitality gifts, either cash or in kind, at any time. We request that no gifts of this nature are offered.
8. No confetti or rice is to be thrown on the premises.
9. The school's No Smoking Policy must be adhered to at all times.
10. The Outer London Borough's Caretakers' agreement does not require caretakers to work at weekends. Bookings can only be accepted when a caretaker is prepared to undertake the additional duty.
11. The hirer must report to the caretaker at the beginning of any let. Where deposits have been paid for a function, the hirer must meet with the caretaker and kitchen supervisor (or their representative) to sign the Caretaker's Certificate and Kitchen Certificate, accepting the condition of the premises as acceptable at the beginning and the end of the hire period.
12. The hirer does not need to take out their own public liability insurance as it will be covered by the school's insurance
13. The hirer will adhere to all aspects of our lettings policy at all times through the procedure of applying for and accepting a let on our premises.

- 14. All children will be supervised at all times by their carers except where children are attending an organised group or care scheme. Where the latter applies, the group/care scheme will adhere to all regulations set out in the Children Act 1989, including those of registration with the relevant registering body.
- 15. The hirer's signature on the application form confirms his/her agreement of the above conditions of booking and all other aspects of our school Lettings Policy.
- 16. The hirer will adhere to all Health and Safety requirements as required by the school.
- 17. No stiletto heels or similar objects are allowed in the gym/hall area.
- 18. No food or drink is allowed in any area except designated social areas, unless prior written permission has been granted.

Hirer Name/Company Name:.....

Hirer Signature:..... Date:.....