

## TERMS & CONDITIONS OF HIRE

### APRIL 2021

- Booking times must include sufficient time for your group to set up your activities and exit within the times given. The dates and times on the booking form cannot be changed without prior confirmation from the school office.
- The school reserves the right to amend these dates during the course of the school year. You will be notified by email, or telephone, should any school activity affect your booking.
- The hirer must complete a Health & Safety induction prior to the first hire which informs the hirer of fire evacuation procedures, location of first aid kits, toilet access and access to and from the building.
- **Safeguarding** - All groups working with children, young people and/or vulnerable adults should have an Enhanced Disclosure Barring Service check (DBS). All groups working with under 8's should confirm all members of the group have met the Childcare Disqualification Requirement (CDR) (please refer to the booking information below).
- **First Aid Cover** – All activity must be supervised by an adult and each group is responsible for its own first aid provision. Any accidents/injuries should be reported to the premises staff immediately and an accident form should be completed (please refer to the Health & Safety regulations below).
- **Payment of fees/charging** – Settlement must be made within 14 days of invoice. Any payment queries must be raised within 7 days of the invoice being issued. A further £50 deposit is required for all occasional bookings as a separate payment (cash or cheque only). The deposit is not banked but held and returned to the hirer following a satisfactory inspection of the premises by the Premises Officer. The deposit will be used to cover costs of any repairs, cleaning or non-payment of fees. If the premises are not vacated by the time stated, the deposit is forfeited in full.
- **Cancellation Policy** - Booking times should not be changed without prior agreement (minimum 7 days' notice). Notification of cancellation must reach the School no later than 1 week or 5 working days before the booking. For affiliated users, notification of cancellation must reach the School 48 hours prior to the booking. If cancellation is not received by the school for any reason the hirer will still be liable for the full hire unless the school in its absolute discretion waives the whole or any part thereof.
- **Health & Safety** – Hirers must co-operate and co-ordinate with the School on health and safety matters. All affiliated groups must have Third Party Liability Insurance. Please provide a copy of your insurance policy at time of booking (please refer to the Health & Safety regulations below).
- Booking times must be strictly adhered to, each session must end promptly at the end of their booking time in order for a quick and problem free change over.
- Huncote operates a no smoking policy on site between the hours of 6am to 6pm. Smoking is only allowed outside of these times in designated smoking areas.
- Each club/group is responsible for any damages and losses whilst on the premises.

### **Fire & Health & Safety Regulations**

Prior to the initial booking the hirer will meet with a premises officer to complete the Health & Safety confirmation form which informs the hirer of fire evacuation routes and procedures, fire alarm points and fire assembly points. It is the responsibility of hirers to seek this information from the school staff prior to making use of the premises and familiarise themselves with escape routes and the location of fire alarms and exit doors.

All users should announce the fire evacuation procedures to their group at the first meeting and at regular intervals to ensure that everyone is aware of the emergency procedures. Draw the attention of the group to the map displayed in each room showing the EXIT ROUTE.

- Please ensure all scenery, props etc. must be rendered with flame-retardant solutions.
- No real flame, candle or other naked light should be used.
- Please ensure a fire register is kept.

### **Fire Procedures**

- Fire Signal – One Continuous Bell
  - On hearing the alarm, visitors should immediately leave the building by the nearest exit and assemble either on the school playground (when exiting via the School Hall) or the park (when exiting via the Community Centre).
  - The leader of the group is responsible for evacuating the room and closing any windows and doors.
  - You should not re-enter the building while the alarm bells are ringing or before authorised to do so by the senior member of staff present. You should not stop to collect personal belongings in an emergency.
  - Hirers should make every effort to call the Fire Service.
  - The register should be brought to the assembly point.
  - Checked registers should be returned to the premises officer on duty.
- All hirers must co-operate and co-ordinate with the School on health and safety matters.
  - Hirers must ensure they have their own Public Liability Insurance prior to any activity taking place. A copy of the certificate should be supplied to the School. Hirers are expected to undertake a risk assessment for the activity/activities being undertaken. Advice can be given on request.
  - Hirers should ensure that bookings for large numbers are adequately supervised to ensure that areas which are not booked are not used. The hirer is responsible for the ensuring the preservation of good order for the full duration of the letting.
  - Hirers must provide information relating to any additional risks or procedures which will be new or unusual to those of the School that may arise from their activities.
  - The hirer shall agree to repay the school all expenses which may be incurred by them in cleaning, repairing, making good or replacing any part of the schools building, facilities or the contents thereof which may be lost, damaged or destroyed in consequence of the hirer's use of the school's facilities.
  - The hirer should report any accidental or existing damage to the Premises Officer on 0116 2864105.
  - All activities must be supervised by an adult and each group is responsible for its own first aid provision. It is the hirer's responsibility to ensure cover is available. Should you require advice in this respect please contact the School. Please ensure that maximum numbers are adhered to. The maximum numbers quoted include audience and performers. It is a requirement of hire that the hirer has access to a mobile telephone in case of an emergency.

**Please be aware of the maximum numbers of visitors that can be accommodated.**

### **Occupancy Figures**

<b>Facilities Used</b>	<b>Max No's (Tables)</b>	<b>Max No's (No tables)</b>
School Hall	<b>151</b>	<b>190</b>
Community Centre	<b>85</b>	<b>110</b>
School Hall and Community Centre	<b>236</b>	<b>300</b>

- Any accidents/injuries should be reported to the premises officer on site immediately and an accident form should be completed.
- Electrical Equipment - Any electrical equipment brought on to the school site by the hirer must be PAT tested.
- The use of dry ice, smoke machines, bubble machines, fog machines or the use of foam or fireworks is not permitted.
- The use of bouncy castles is only permitted if they are hired with an operator who has the appropriate liability insurance. The School will need to see a copy of this prior to the event taking place.

## **BOOKING INFORMATION**

Persons/organisations letting the site must agree to:

- Co-operate and co-ordinate with the School on health and safety matters.
- Agree to the terms of the lettings policy in relation to health and safety arrangements.
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the School that may arise from their activities.
- To indemnify Huncote Primary School against the consequences of any unauthorised performance of a copyright work during the period of use of the School.
- To pay any fees chargeable for the use of the premises.
- To be responsible to the Governors of Huncote Primary School for the proper use of the premises and to pay on demand to the Governors' Committee compensation for any damage beyond reasonable wear and tear which may be done to premises, furniture or equipment.
- To adhere to the additional indemnity and conditions lettings laid down by Huncote Primary School on its Hire of Premises.
- To report any accidental or existing damage to the Premises Officer/School Office on 0116 2864105.

Huncote Primary School will ensure that:

- The premises are in a safe condition for the purpose of use.
- Health and safety arrangements are detailed in the lettings policy and that these are fully explained and communicated.
- Adequate arrangements for emergency evacuation are in place and communicated.
- **Safeguarding** - By hiring the School premises you are confirming all services and activities provided have appropriate written policies and procedures in place to safeguard and protect children and to liaise with the School on these matters if necessary. It may be necessary to provide evidence of current Disclosure Barring Service (DBS) reference checks if working with children and/or vulnerable adults and anyone working with under 8's must also confirm they have met the Childcare Disqualification Requirement (CDR). You may also be asked to provide your policy on working with young people.
- **Responsibility for Premises** - Personal Accident Insurance is not covered by the Governors unless negligence on their part can be shown. It is, therefore, advised that committees of various clubs and societies must take out adequate insurance to cover their members. Neither Governors nor Officers of Huncote Primary School take responsibility for personal accident or for loss or damage to personal property brought on to the premises howsoever caused. Huncote Primary School disclaims all liability for any loss of, or damage to, any personal property howsoever caused on these premises, including the loss of or damage to property caused by the negligence of the School, its servants or agents except where such disclaimer is contrary to the provisions of the Unfair Contract Terms Act 1977.
- **Equipment** – Any equipment required should be booked in advance. The facilities manager will advise which equipment if any is available. For the use of the stage lighting there is a standard charge although technicians' costs to adjust lighting/sound equipment will be charged to groups where alterations to this equipment is needed and/or other changes are made to the hall or stage especially where scaffolding is required. The premises staff primary function is the care and maintenance of the building and the person on

duty may have many tasks to perform during the evening. It is, therefore, essential that requests for seating, furniture and equipment should be arranged in advance.

- **No Smoking Policy** - No smoking is permitted in any part of the School or Community Centre premises. For hired events a smoking area is designated at the front and to the right of the Community Centre front doors after 6pm.
- **Noise** - The hirer shall ensure that no annoyance or disturbance is caused to the school's neighbours or to members of the public as a result of its use of the school premises. Causing a statutory nuisance is a breach of the Environmental Protection Act 1990 for which the hirer may be prosecuted.
- **Animals** - Except in the case of trained guide-dogs for the blind and hearing dogs for the deaf animals are not permitted on the school premises.
- **Licences & Permissions** – Permission or a licence must be obtained from the copyright owner of the sound recordings (if appropriate) and the publisher of any public performance of music, musicals, opera or stage plays. The borrowing of music scores or plays from a library does not constitute permission to perform. It is the responsibility of any user that uses recorded music in its activities to check if it requires a licence from Phonographic Performance Ltd (PPL) and, if so, to obtain one. Any user performing live music is responsible for checking whether a Performing Rights Society (PRS) licence is required. Public music, singing and dancing can only take place on premises that have an entertainment licence that the hirer must obtain. Hirers are reminded that it is illegal to photocopy music or plays without the express permission in writing of the copyright holder except in certain circumstances.
- **Access for People with Disabilities** - Visitors with disabilities - The School will make every effort to ensure that visitors to the site are given access to our facilities. Please discuss your requirements at the time of booking.