



## HIRING OF FACILITIES BOOKING AGREEMENT

Please complete this form, sign at the end and return the completed form, together with your payment if required, to the School Office at Hazeldene School.

Please also send a copy of your current Public Liability Insurance Certificate.

### Event organiser's details

Contact name	
Club/ Organisation name	
Billing address	
Email address	
Contact number	

### Event details

Date			
Type of event			
Booking start time		Booking end time	
Event start time		Event end time	
Number of attendees		Public/ Private Event	
Is this a repeating event?	YES / NO		
Dates & times when event should repeat			

**Facilities to hire** - Please ensure if that all lights and taps are switched off after use, if applicable.

School Hall - £25 per hour

Classrooms - £12 per hour

Playing Field - £15 per hour or £100 a day (8.15am until 3.45pm)

Functions which require an additional cleaning provision will be charged at an extra hourly rate of £10.00.

**Additional Requirements** (ie toilets etc)

Any other requirements must be agreed prior to booking.



## HAZELDENE SCHOOL CONDITIONS OF HIRE

The 'Premises' are the buildings and fittings and grounds of Hazeldene School. The 'Management' is the Governing Body of Hazeldene School and its authorised representatives (Head Teacher, Assistant Heads, School Business Manager & Site Agent). The 'Hirer' is the person identified on the application form.

1. The hirer shall observe all safety regulations and procedures advised by the management and shall ensure that the number in each part of the premises does not exceed the maximum advised by the management. Failure to observe such safety procedures may invalidate the insurance effected on the premises, in which case the hirer will be held liable for any resulting loss, in addition to any penalty at law for non-compliance with the regulations. The maximum number of people for each room of letting is:
  - Hall & Foyer – seated 300 (depends on letting, less cast and helpers).
  - Dance – 230
  - Dining – 180
  - Classrooms – 31
  - Playing Field – 100
2. The hirer shall observe the requirements of betting, gaming and lotteries laws, licensing laws and any other relevant legislation.
3. No alcohol may be sold on the premises.
4. The period of hire shall be in units of one hour, taken to the next full hour and shall include any time taken to set up or clear away. The minimum period of hire is one hour.
5. The hirer shall be responsible for leaving the premises in a clean and tidy condition at the end of the period of hire, having replaced any furniture and removed all litter and surplus food from the premises. The period of hire must include adequate time for setting up on arrival and clearing up on departure.
6. The hirer shall be responsible for the orderly use of the premises during the period of hire and shall be liable for any loss or damage to the premises or the contents thereof which is caused by its use by the hirer.
7. Grounds - no markings may be made on the grass of the school playing fields or hard areas (e.g. car parks or playgrounds) without prior permission.
8. Dogs (except guide dogs) and other animals are not allowed on the premises without prior approval from the management.
9. Naked lights are NOT allowed on the premises.
10. The management shall be allowed access to the premises at all times.
11. The management accept no responsibility for loss or damage to any items brought onto or left at the premises.
12. As part of Hazeldene's Safeguarding and Child Protection Policies, we require all clubs and community users to confirm that all adults working with children have a current DBS Certificate and are able to provide details of the clubs safeguarding policy.

13. The charge for hiring shall be agreed between the hirer and the management at the time of acceptance of the hiring.
14. It will be the duty of the hirer to take out appropriate insurance, for example insurance of their property or against claims by third parties.
15. The hirer should make themselves aware of the nearest available telephone, first aid point, and the location of fire appliances for emergency use.
16. All hirers who use the school premises must take any necessary action to protect people on the premises from any hazards, as far as is reasonably practicable.
17. Car parking on the premises is at owners own risk.
18. Lettings will not be made to persons under the age of 18, or to any organisation or group with an unlawful or extremist background.

**The school has a strict NO SMOKING policy.  
There must be no smoking on the premises at any time**

**IN AN EMERGENCY TELEPHONE ANDY FORD 07948 375985**  
***Please note there is a defibrillator in the school office if required in an emergency***

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I hereby agree to the Conditions of Hire and I have read and understood the Hazeldene School Safeguarding Policy, Child Protection Policy and Lettings Policy and agree to ensure that if children are onsite during this letting that they safeguarded and protected at all times whilst using the school site.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_