



# High Beeches Primary School

## Lettings Terms and Conditions

Area	Comments
Purpose	One off hire of the school premises in accordance with the completed Booking form.
Premises occupied	<p>As specified in the Booking form. May include:            School Hall            Dining Hall.            Playground, school field (weather permitting) and climbing frame.</p> <p>Other areas by prior arrangement only. The school kitchen is not available for hire.</p> <p>The hirer shall confine his/her activities to the accommodation and equipment hired, and is not to use any other part of the school except insofar as is necessary for access purposes.</p>
Duration of let	As specified in the Booking form. The time of the hire must be strictly adhered to.
Cost	<p>Hourly rate as specified in the Booking form, subject to a minimum charge of £30.00.</p> <p>£25.00 of the amount paid will be regarded as a deposit which will be non-refundable in the event of cancellation within 7 days of the booked event.</p> <p>In addition to the hourly rate a Caretaker's fee is also required which will be advised at the time of booking.</p>
Damage	<p>The hirer is expected to see that the building and its surroundings are treated with respect and maintain good order for the duration of the letting until the premises are vacated. All areas must be left in an acceptable state and all equipment returned to the correct place. The hirer must ensure that a responsible person will be present on the premises at all times during the period of the letting.</p> <p>Damage or breakages of school property must be reported to the Headteacher without delay.</p> <p>The school reserves the right to invoice the hirer for making good damage by way of repair or replacement.</p>
Health and Safety	<p>The hirer is to conform to school procedures. The school has a separate Health &amp; Safety Policy available on the school website:  <a href="http://www.highbeeches.herts.sch.uk/our-school/policies-and-forms">http://www.highbeeches.herts.sch.uk/our-school/policies-and-forms</a></p> <p>The hirer accepts that he/she should familiarise himself/herself with the positions of escape routes, fire exits, fire alarms and firefighting equipment.</p> <p>Notices regarding the procedures in relation to the action in the event of a fire should also be studied and the information disseminated.</p>

Supervision	The hirer must supervise any children attending the event at all times and ensure that there are sufficient adults present.
Security	Hirer to ensure that they follow the school's security procedures. Doors are not to be left open when unattended.
Licences	<p>It is the responsibility of the hirer to obtain any necessary licences and to ensure that they comply with its conditions. The school will not be in any way responsible. The hirer must inform the school at the time of booking about any licences they are hoping to obtain.</p> <p>Alcohol may only be sold on the premises with the prior agreement of the Headteacher and if a licence has been obtained. It is illegal to sell alcohol to, or for, a person under 18 years of age.</p> <p>If the nature of the function for which the premises are used is the public performance of a play, music, dancing etc. then a Leisure &amp; Entertainment licence must be obtained.</p> <p>It is a requirement of the Gambling Act 2005 that a licence is required for raffles, for example, unless tickets are sold on the day only, not beforehand and not for more than £1.00 per ticket.</p>
Smoking	The school is a non-smoking site.
Consumables	Any food provided by the hirer must comply with the school's strict "No Nuts" policy, even if none of the children/adults attending the event have a nut allergy.
Non-Consumables	All non-consumable items, with the exception of furniture, to be provided by the hirer. School equipment may be used with prior permission of the Headteacher.
Cleaning	<p>The hirer must remove all surface dirt/litter in areas hired. All rubbish must be removed from the premises. Unfortunately there is not space in the school dustbins.</p> <p>All table tops/worktops to be wiped clean.</p> <p>All furniture to be returned to original position.</p> <p>All equipment to be stored tidily and appropriately.</p>
General	<ul style="list-style-type: none"> <li>• The school accepts no liability for the loss of personal property brought onto or left in the premises during the letting.</li> <li>• Work, displays and equipment should not be touched, and furniture moved only when necessary and replaced in its original position unless otherwise directed.</li> <li>• The hirer agrees that no equipment will be used without approval of the Headteacher and that no electrical equipment should be used on the site which has not been PAT tested.</li> <li>• No screws, nails or placards may be fixed to any part of the premises. Those responsible for the hire of the premises shall prevent anyone sitting, or standing on the sills, or standing on chairs, tables or any other equipment.</li> <li>• The hirer is responsible for providing appropriate first aid equipment.</li> <li>• The hirer shall not bring onto the premises any article of inflammable or explosive nature, nor any article producing an offensive smell nor any other substance, apparatus or article of a dangerous nature.</li> <li>• No dogs are allowed in the school grounds or on the premises (except guide dogs).</li> </ul>