



## Party Booking Form

Name .....

Address .....

Telephone number .....



**Large Hall**

£60 for	3 hours _____
(11am-2pm inc. setting up & tidying away time)	

**Small Hall**

£45 for	3 hours _____
(11am-2pm inc. setting up & tidying away time)	



Date Required ..... Deposit paid .....

Balance ..... Date Received.....

Signature.....

Special requests

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Tables, use of the tea bar, chairs etc.

**I hereby confirm that I have read and understood the Terms and Conditions overleaf and agree to be bound by such terms for the duration of the period of hire. Full Payment in advance of party date (7 days).**

Signed.....

Dated.....

## **Terms and Conditions for Hire**

### **Hire Fee**

The hire fee is payable prior to the hire date

### **Use and access**

The hirer is permitted to access and use the premises at the times specified, although the school does reserve the right for staff to access the premises at any time during the course of the hire should the need arise.

### **Cancellation**

Should the booking be cancelled with less than 24hrs notice then all charges will remain due. There will be no refunds should the hirer fail to attend on the date and time stated.

### **Condition and Damage**

The hirer will keep the premises in a clean and tidy condition when in occupation and must leave the premises in the same condition as before the hire commenced. Any damage that occurs during the period of hire will be the responsibility of the hirer.

### **Assignment**

The hire agreement is not transferable or assignable. The halls can be decorated providing no permanent alterations to the premises are made.

### **Health and Safety**

The hirer should have due regard to Health and Safety whilst using the venue. Should the hirer wish to bring on site a bouncy castle or other entertainment equipment then the provider must have their own Public Liability Insurance.

The hirer must ensure that they have been advised by an appropriate member of staff where the fire exits are located, whether or not any fire alarm tests are due and what the procedure is for evacuation.

### **Loss**

The school Governing Body does not accept any responsibility for loss or damage to property brought onto the premises howsoever caused.

### **Nuisance**

The hirer is not to do or allow to be done anything on the premises which may be done or become a nuisance or annoyance to the school or any of its other users within the premises or on neighbouring land.

### **Termination**

Should the hirer be in breach of this agreement at any time then the agreement will be terminated immediately and any fees paid will not be refunded.

### **Indemnity**

The hirer shall not be liable for any loss or damage which the hirer suffers as a direct or indirect result of the performance of this agreement being prevented hindered or delayed by reason of any act of God, electrical power failure or other circumstances whatsoever outside its control and which affect the provision by the school of access to or use of the space.

### **Advertising**

The Governing Body must approve any form of advertising and posters concerning the use of the Premises