**Drumbeat School**

**HIRING OF SCHOOL PREMSIES AND FACILITIES**

**CONDITIONS OF USE**

1. Application for use of the school premises must be made to the School Business Director on the attached Hire Request form. Arrangements for payment will be agreed before the use of premises commences. These payments are non-refundable if the hire is approved by the school and is then not used.
2. The time of hiring must be strictly adhered to and access to the premises for preparatory work and clearing up at the end in connection with the hiring must be covered by the hiring period.
3. Alcohol must not be consumed on the school premises or site at any time, without prior written agreement.
4. The school has a strict No Smoking policy for the whole site and the immediate vicinity outside the school.
5. If the premises are suitable and to be used for dance, concert or stage performance, the hirer must obtain any necessary licence unless the establishment obtains or already has a licence.
6. The hirer must ensure that adequate supervision is available at all times and see that no unauthorised persons are permitted to enter the premises. All security and fire procedures must be adhered to including having an emergency plan in place. The hirer is responsible for the behaviour and safety of all parties attending. This will include direct users of the premises and spectators.
7. The use of the premises shall not be granted for any purposes that may interfere with the operational activities of the school.
8. The laying of any composition or other preparation on floors is prohibited.
9. The hirer shall take good care of, and shall not cause damage or permit or suffer any damage to be done to the hired premises, or any part or parts thereof to any fittings, equipment or other property therein and shall make good any pay for any damage thereto (including accidental damage) caused by an act or neglect of himself, his servants, agents or any person resorting to the hired premises by reason of the use of the hired premises by him/her.
10. It shall be the responsibility of the Hirer to satisfy himself/herself that the premises, furniture, fixtures and fittings are fit for his/her purpose.
11. Must complete risk assessments for their activities. A copy of the assessment must be provided to the school prior to booking.
12. Smoking on the school premises and site is strictly prohibited.
13. The hirer must provide evidence that insurance cover in respect of both the hirer’s liability to the public and to the school under the terms of this hire has been arranged with a limit of indemnity of at least £2,000,000. A copy of the certificate of insurance must be provided to the School Business Director before the hire takes place.
14. All means of escape, security and fire precaution measures, instructions and notices must be adhered to during the hire.
15. First aid is the responsibility of the hirer, the school does not provide any first aiders or facilities.
16. All hirers must leave the school site promptly at the end of the hire period. Any time over above will be chargeable to the hirer at £75 per hour or part thereof.
17. The school reserves the right to cancel a booking if it is necessary to hold a school event that would clash with the booking, e.g examinations, parent evenings, school sports fixtures. Every effort will be made by the school to give as much notice as possible to the hirer. Bookings that are cancelled by the school in such circumstances will not be chargeable.
18. The school reserves the right to cancel a booking due to circumstances beyond its control, e,g electricity failure or weather conditions.
19. If the hirer wishes to cancel a booking then advance notice of at least seven days must be given. Any cancellations by the hirer after this time will be chargeable.
20. All invoices issued by the school to hirers must be settled in full within 10 days of the invoice. The school reserves the right to terminate a hire agreement if the hirer fails to pay within this timeframe. No hire will take place if the invoice has not been settled in advance.
21. All visitors’ vehicles must be parked on the road, the hirer is responsible for ensuring that their visitors park appropriately.
22. All vehicles must be parked off the school site, including those brought onsite to unload.

I have read the school’s Conditions of Hire, and will ensure observance by persons using the premises.

I confirm we have adequate supervision in place.

I confirm we have risk assessment in place based on our activities in the school premises. A copy has been provided to the school.

I agree to be responsible for making good any loss or damage to the school premises (including accidental damage) resulting from the hire, and will ensure that they are left in good order.

I confirm that we have public liability cover in place for a minimum of £2,000,000.

I enclose a copy of the certificate.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organisation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Held:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Letting Agreed/Not Agreed

Agreed by:­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If not agreed, reason:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_