



Woodside Primary Academy



Terms and Conditions of Hire

1. The person signing the application form shall be considered the hirer and must be over 18 years of age. The hirer will be deemed responsible for payment of hire. Payment must be received in advance of hire.
2. The use of premises is restricted to the times, use and accommodation specified in the hire permit.
3. The hirer should take all precautions to prevent any damage. If the hire is indoors, some footwear (e.g. stiletto heels) in particular can cause damage to floors and persons wearing such footwear will not be permitted to enter the premises. The hirer is required to pay for any breakages, losses or damage to property arising out of the letting.
4. Nominated Representatives of the School Governors must be given free access to the hired areas within the premises for the purpose of inspection.
5. Nominated representatives of the Governing Body may refuse admission to any person without giving any reason for doing so and may similarly require any person to leave the premises.
6. The Hirer will be responsible for ensuring that all activities take place in a safe manner.
7. The behaviour and safety of persons on the premises for this booking are the responsibility of the hirer. The Hirer must ensure any person entering or leaving the premises during the letting period does not cause any nuisance to Governors, School staff, other site users or neighbours. Access to the premises will not be allowed until the hirer, or person responsible for the group is present.
8. The Hirer must ensure that there are sufficient stewards located in areas which will prevent unauthorised persons from entering the premises and to ensure that guests/attendees are restricted to the area hired for the function
9. The School will not be responsible for any injury to persons or damage to property arising out of the hiring of the premises. Any damage to the premises or its contents must be reported on the day of hire to the Site Officer or school representative and a written report on the damage and how it occurred sent to the Lettings Administrator within seven days.
10. The sub-letting or sharing of the premises by the hirer is prohibited.
11. Public Safety.
 - a) The Hirer shall be responsible for the prevention of overcrowding such as would endanger public safety and for continuing to keep clear all gangways passages and fire exits.
 - b) The Hirer shall be responsible for providing adequate supervision to maintain order and good conduct.



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- c) The Hirer must familiarise himself/herself with the emergency procedures for fire, accidents and defects reporting and carrying them out to the best of his/her ability in conjunction with the Site Officer. The Hirer is responsible for the Health and Safety of all persons attending the event ensuring that they are aware of evacuation procedures and emergency exits. No exits or corridors may be locked and no fire-fighting equipment removed or relocated.
12. Special preparations, such as those required for the purpose of dancing, must not be applied to the floors without specific approval. The caretaker can advise.
 13. Intoxicating liquor is not permitted on the premises without the express consent of the School Governors, which the Governors will not be obliged to give or give reasons for refusal. The sale of intoxicating liquor is prohibited under any circumstances.
 14. The Governors take no responsibility for First Aid provision. Hirers are recommended to provide their own First Aid cover at events.
 15. Smoking is not permitted on the school premises and grounds.
 16. It may be necessary for the school to cancel or postpone the event. If this occurs the Hirer can make no claim against the school, or Governing Body for any loss he/she may sustain. Where the school does cancel the letting the charges will become refundable.
 17. Each hirer will be charged a £75 deposit which is refundable subject to the school being left in a tidy/clean condition.
 18. All hirers are subject to a £10 fine for every 10 minutes late leaving the premise following the end of booked session.
 19. The hirer shall give 7 days notice of cancellation or pay the full cost of the booking.
 20. There is no access to a public telephone. Access for emergency landline use may be available on request to the Site Officer. The school telephone number must not be shown on any advertising materials produced by or on behalf of the hirer.
 21. Any additional cleaning cost relating to the hiring must be met by the hirer.
 22. Nothing in this agreement shall create a tenancy.
 23. The school may end this agreement by giving the Hirer, where possible, 2 weeks notice at any time. The school may end the agreement immediately if the Hirer's application is in breach of any of the stipulations and conditions in this agreement.
 24. A bouncy castle is available for hire with a £125 deposit refundable if no damage is done to the equipment.