



TERMS AND CONDITIONS OF GENERAL HIRE ACADEMIC YEAR 2019-2020

Confirmed Bookings and Cancellations

1. The named hirer will be deemed liable for any damages caused by those attending the event, and any resultant costs must be paid in full by him/her.
2. All bookings are however subject to availability of dates, caretaking staff and school requirements.
3. All bookings must be made using the SchoolHire website.
4. Should you need to cancel your booking the following charges will apply:
 - One week or more before the event- No charge
 - One week to 24 hours before the event- Half charge
 - Less than 24 hours before the event- Full charge
5. The campus does not accept responsibility for consequential loss suffered by the organiser, its servants, agents, contractors or licensees, following cancellation or abandonment of the event for whatever reasons.

Payment

1. All hirers are required to pay in advance through the SchoolHire booking system, either in full or if a regular hirer a payment plan will be available.
2. Function bookings will be charged a 10% deposit at time of booking and invoiced in full a week before function date. Full payment should be made before the function date.
3. We reserve the right, to invoice the hirer for any charges arising from excessive cleaning time incurred as a result of the hirer failing to leave the accommodation in a reasonable condition, or for repair of the premises or equipment damaged by the hirer or resulting from the hirer failing to vacate the premises by the time stipulated in the hire form.

Access and Departure

1. Access for setting up booked areas must be requested in advance via the booking form. Such access time will be charged at the normal hourly rate.
2. Hirers must ensure their members/guests have left the premises at the pre-booked time and no later than 23:30 unless a licence extension has been applied for.
3. The governing body and its agents reserve the right of access to the premises during the letting.

Clearing up

1. All hirers are required to leave the facilities in a clean and tidy condition. Cleaning products will be available if required.
2. Hirers are responsible for returning any furniture to its original place.

Smoking

1. There is a no-smoking policy in operation at Testbourne. Customers may not smoke inside any of the buildings or on site.
2. Protection of Floors in Sports Hall, Theatre Hall and Gym
3. The floors in these areas are wooden and therefore spills should be mopped up immediately and no stiletto heels should be worn. In the event of stage construction in the sports hall, adequate protection using plywood sheeting must be provided.

Fire Precautions

1. Hirers shall familiarise themselves with the fire precautions and the means of escape in the event of an evacuation. Fire and other exits must remain clear at all times.

Conduct

1. The hirer shall ensure that the event is conducted, and the premises used in such a way as not to cause nuisance or annoyance to the school, campus or residents.
2. The hirer will ensure that the playing of any music and/or the sale of alcohol finishes by 11.30pm, to comply with the closure times shown in the Premises Licence.
3. The hirer shall be responsible for ensuring the preservation of good order for the full duration of the letting and report any damage or defects prior or during hire, to the site staff immediately.
4. The hirer shall ensure the number of persons using the premises does not exceed that for which the application was made and approved.
5. Alcohol may only be sold or served with the approval of designated premises supervisor. The Hirer is responsible for adherence to the regulations relating to the sale of alcohol, which will be supplied to all hirers requesting this facility.
6. If the hirer uses a caterer to provide food, then the hirer is responsible for ensuring that all food hygiene regulations are complied with.
7. We reserve the right to suspend or withdraw the use of the school for any inappropriate behaviour. Including; damage to property or personal belongings, violent, threatening, abusive or disruptive behaviour, theft, acts leading to associated health and safety issues, refusal to follow instructions from school staff, non-payment and any other inappropriate behaviour.

Animals

1. Animals are not permitted upstairs in the premises or on the playing fields.
2. Any animal mess must be removed from the premises.
3. In the case of the wooden sports hall floor, polythene sheeting must be used under bird cages, etc.

Insurance

1. The hirer should ensure that they have your own insurance to cover against claims for personal injury or damage to/loss of property or any negligent act by persons running the activity, their servants or agents whilst on school premises. The Hirer shall affect adequate insurance to cover this liability with a minimum limit of £10 million for commercial hiring's except where otherwise agreed and £5 million for non-commercial hiring's.

School Equipment

1. No use may be made of apparatus such as lighting, computers, sound equipment etc; without specific permission from the Community Office.
2. If equipment is used a refundable deposit will be arranged.

Hirers Property

1. Apparatus may be brought on to the premises at the hirers own risk. Hirers shall not bring, without prior consent, any article of any inflammable or explosive nature, nor producing an offensive smell, nor any other substance, apparatus or article of a dangerous nature.

Storage

1. Facilities cannot be provided. When hirers are permitted to leave equipment on the premises, they do so entirely at their own risk.

Age Restriction

1. We cannot accept bookings for any group functions intended for 18-year-old events. We reserve the right to refuse bookings.

Child Protection

1. We require evidence of DBS disclosures, Safeguarding Policies and relevant qualifications for all activities involving children.
2. We require you to meet the minimum standard set out in our Safeguarding Policy