



### Premises Hire Application and Booking Form

**Please complete in block capitals:**

*(The Applicant)* I, (Full Names): .....

of (Full Postal Address): .....

..... Postcode .....

Telephone No: Day ..... Evening .....

*Hereby make an application for the hire and use of St. Andrew's Premises,*

*on (date) .....*

*(time) ..... to .....*

*for the purpose of .....*

In the event of this application being accepted, I hereby undertake to pay the agreed charges listed below and to ensure that all the rules, regulations and conditions laid down by The Governors of St. Andrew's School as shown below are complied with.

#### **Premises Letting Conditions (Please read very carefully)**

1. The hirer shall not sub-let or use the premises for any unlawful purpose or in any unlawful way or do anything or bring on to the premises anything, which may endanger the premises, their users, or any insurance policies relating thereto.
2. Only upon payment of deposit is a booking confirmed and the conditions of hire deemed accepted by the hirer. Deposit shall be forfeit if booking is cancelled within 4 weeks of hire date (if cancelled outside this period 50% will be retained to off-set administration costs). The Deposit shall be returned to the hirer in full upon satisfactory inspection and completion of hire (subject to clauses 2 & 3). Payment in full of the agreed hire period must be made upon the commencement of hire and paid directly into the School Bank Account 14 working days prior to commencement date of hire. Please see your invoice for details. For regular weekly bookings payment will be required monthly.
3. The hall will be vacated promptly at conclusion of agreed hire period including all guests and equipment belonging to the hirer or agents. The deposit in full shall be retained upon failure to vacate on time.
4. All damages to the hall will be made good by the hirer (the deposit will be retained until satisfactory restitution is agreed). The hall must be left in the condition and cleanliness in which it is found, and cleaned prior to the conclusion of the hire period. Failure to comply will result in additional charges being deducted from the deposit. (e.g. £25 per hour cleaning charge – 2 hours minimum).



5. If the hirer intends to sell alcohol, it is their sole responsibility to obtain the correct licence by law, the hirer must comply with such licence conditions as laid down in law. The Governors of St. Andrew's School will not accept any responsibility howsoever caused by breach of licence conditions by hall users. Alcohol may be consumed upon the premises without a licence subject to the strict understanding that it is provided by the hirer to their guests without any charge whatsoever. The hirer shall, if selling goods on the premises, comply with all relevant fair-trading laws and any local code of practice issued in connection with such sales.

### **Health and Safety**

6. The hirer is responsible for the reasonable **health, safety and conduct** of their guests during the period of hire. Under these terms it is your sole responsibility to provide an adequately equipped first aid box. Children must be supervised at all times whilst on the hall premises - the land surrounding the hall is out of bounds except in case of emergency and under no circumstances must it be used as a playground. No illegal substances whatsoever may be brought onto the premises. The hirer should familiarise themselves with the use and location of **fire extinguishers, fire exits and evacuation notices** within the hall premises and make sure that all fire escapes are kept clear at all times in case of emergency.
7. The hirer must provide adequate insurance to cover the specific activity for which the hall has been hired. The governors of St. Andrew's School will not be liable for any loss or injury sustained whilst on the hall premises.

Please remember that this is a residential area: when leaving the hall at the end of your function it is your responsibility to ensure that you and your guests do so without undue noise.

The hirer is specifically forbidden to use or allow the use of the hired premises or grounds for illegal or immoral purpose and shall not carry on any activity, as so as, to cause nuisance or annoyance to other users of the premises or neighbouring or adjoining premises.

### **Safeguarding and Child Protection**

Hirers providing services to children must have policies and procedures in place to ensure children's safety and any Risk Assessments and DBS certificates and insurance required by the Hirer must be supplied to the Governors of St. Andrew's School upon request.

At an event where the number of children is likely to exceed 50, the Hirer must ensure that a sufficient number of adults are stationed to prevent more children being admitted, to control the movement of the children and to take all reasonable precautions for the safety of the children as required by the Children's and Young Person's Act 1933 (with all changes known to be force by January 2024).



### Regular Lettings

These are subject to payment in advance – failure to fulfil this condition will result in refusal of entry to the premises until full payment has been made.

We reserve the right to terminate any agreement immediately if this condition is not upheld.

- We reserve the right to immediate suspension or termination of this agreement
- Should you wish to terminate this agreement 4 weeks' notice is required and the full letting will be charged of the letting fee will be charged. If the hirer withdraws within one week of the start of the hire date the full monthly letting fee must be paid.
- Hire rates are subject to annual review and will commence following 4 full weeks written notice.
- All hires which fall outside your regular hiring pattern/cycle e.g. special events will be subject to the normal deposit charges and conditions as herein set out.

*I have read and agree to all the rules, regulations and conditions of hire of the Governors of St. Andrew's as set out above and will ensure that:*

- I am properly insured and licensed for the activities for which I am hiring the hall.
- I will not hold the Governors of St. Andrew's School liable for any loss or injury howsoever sustained whilst on their premises, including any liability arising from noise complaints.
- I acknowledge that no tenancy is intended to be created between the Governors of St. Andrew's School and myself and no relationship of landlord and tenant exists between us.
- I agree that should any event beyond reasonable control (eg. fire, flood, vandalism etc.) deem the hall unusable no liability whatsoever exists between the Governors of St. Andrew's School and myself or any third party – save that a refund of any deposits will be made.

**Signed (Hirer)** .....

**Date:** .....



## INFORMATION

*To enable you to prepare for your function, and ensure that all runs smoothly you may find the following information helpful.*

**Setting up/Clearing away:** The Site Manager will allow access to the hall approximately 15 minutes before the time you have booked, and will return 15 minutes before the conclusion of the hire period. Please therefore make sure that you leave adequate provision in your schedule to set up and decorate the hall and clear up afterwards particularly allowing yourself time to clear up and vacate promptly at the end of your let, otherwise a penalty will be levied under the agreement overleaf.

**Decorations:** You may decorate the hall at your discretion – however only 'Blu Tak' or low adhesive masking tape may be used to attach decorations (all other means including *Sellotape* are forbidden).

## FOR OFFICE USE ONLY

Deposit Details		Date	
<b>Hire Rates</b>	Weekends and Bank Holidays	Weekdays	Commercial
	Deposit: £100	Deposit: £100	Deposit £250
	£ per Hour: £47.50	£ per Hour: £37.50	£ per Hour £27.50
	Minimum Hire: 2 Hours	Minimum Hire: 2 Hours	

<b>Ref / Receipt No:</b>	
<b>Rev:</b>	