

**TARLETON ACADEMY**

**EXTENDED SERVICES BOOKING FORM & CONDITIONS OF HIRE**

1. Name of Organisation	
2. Name of Applicant	
3. Name of person who will be in charge of the group	
4. Address:	
5. Postcode:	
6. Telephone Number #1	
7. Telephone Number #2	
8.	
9. Do you agree to your telephone number being made available to the public?	
10. Email address: <b>*MUST BE COMPLETED*</b>	

<b>Details of premises required:</b>			
1. School Details	Tarleton Academy Hesketh Lane, Tarleton Preston, PR4 6AQ Sports Hall Office – 01772 817907 School Office – 01772 812644 Email <a href="mailto:s.james@tarletonhigh.lancs.sch.uk">s.james@tarletonhigh.lancs.sch.uk</a>		
2. Date(s) required			
3. Purpose for which accommodation is required			
Accommodation required	Please tick	Time required From                      To	Date Required From                      To
Sports Hall			
Swimming Pool			
School Hall			
Classroom/ Dance Studio / Fields			

Please state here if any additional requirements to the above are requested (subject to approval)	
Description of event for which premises are required	
If the letting is of a commercial nature, please supply details	
Will the general public be admitted?	
Details of admission charges	
Approximate number of people attending	
Is Copyright Music to be performed? If yes, please see conditions below	
Do you intend to use/bring into the premises any additional electrical equipment? If yes, please give details and see the conditions below	

All bookings must comply with the Terms and Conditions of Use including the Memorandum of Agreement and Indemnity.

**A Copy of Public Liability Insurance must be submitted with this form.**

**TERMS AND CONDITIONS FOR THE HIRE OF THE SCHOOL PREMISES**

All terms and conditions set out below must be adhered to. The ‘Hirer’ shall be the person making the application for a letting, and this person will be personally responsible for payment of all fees or other sums due in respect of the letting.

**Priority of Use**

The school reserves the right to cancel or amend this letting in the event of the premises **subsequently being required for school activities**. In this event the school will give the minimum of five days notice for the cancellation, the school will not be under any obligation to offer alternative accommodation. Facilities Manager will resolve conflicting requests for the use of the premises, with priority at all times being given to school functions.

**Attendance**

The Hirer shall ensure that the number of persons using the premises does not exceed that for which the application was made and approval given.

### **Public Safety**

The Hirer shall be responsible for providing adequate supervision to maintain order and good conduct, and – where applicable – the Hirer must adhere to the correct adult/pupil ratios at all times. CRB and appropriate checks on an adult's suitability to work with or supervise children is the hirers responsibility.

### **Own Risk**

Anyone entering or using the facilities does so at his or her own risk. It is the Hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk.

### **Damage, Loss or Injury**

The school will be responsible for any injury to persons or damage, theft or loss of any property, goods or other articles placed, deposited, brought into or left upon the premises; either by the Hirer, for his or her use or purpose, or by any other person.

### **Indemnity and Insurance**

The Hirer shall have public liability insurance with a minimum indemnity of £2 million for each and every claim and shall agree to indemnify the school against any claim other than that arising out of negligence of the school. The Hirer **MUST** produce evidence of insurance prior to the event. A copy must be submitted with this application.

### **Furniture and Fittings**

Furniture and fittings shall not be removed or interfered with in any way. No fittings or decorating of any kind necessitating drilling, or the fixing of nails or screws into fixtures which are part of the school fabric, are permitted. In the event of any damage to premises or property arising from the letting, the ***Hirer shall pay the cost of any reparation required.***

### **School Equipment**

Responsible adults must supervise the use of any equipment which is issued and ensure its safe return. The Hirer is liable for any damage, loss or theft of school equipment they are using, and for the equipment's safe and appropriate use.

### **Electrical Equipment**

Any electrical equipment brought by the Hirer onto the school site **MUST** comply with the schools code of practice for portable electrical appliance equipment. Equipment must either have a certificate of safety from a qualified electrician or be PAT tested by a qualified person. The intention to use any electrical equipment must be notified on the application. **Under no circumstances shall the permanent electrical installation be altered or otherwise interfered with.**

### **First Aid Facilities**

It is the Hirer's responsibility to make their own arrangements, such as the provision of first aid training for supervising personnel, and the provision of a first aid kit, particularly in the case of sports lettings. Use of the schools resources is not appropriate.

### **Food and Drink**

No food and drink may be consumed on the property without the direct permission of the Facilities Manager, in line with current food hygiene regulations. ALL LITTER MUST BE PLACED IN THE BINS PROVIDED. No liquids are permitted in the Sports Hall.

### **Smoking**

The whole of the school premises is a non-smoking area, and smoking is not permitted, including outside the buildings.

### **Copyright or Performing Rights**

The Hirer shall not, during the occupancy of the premises, infringe any subsisting copyright or performing right, and shall indemnify the School against all sums of money which the School may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.

### **Sub-letting**

The Hirer shall not sub-let the premises to another person.

### **Charges**

Hire charges are reviewed annually and the current charges are set out in the **Extended School Pricelist**.

### **Right of Access**

The Governing Body reserves the right of access to the premises during any letting. The Head teacher or members of the Governing Body from the premises and Safety Committee (**or suitable alternative**) may monitor activities from time to time.

### **Conclusion of the Letting**

The Hirer shall, at the end of the hire period, leave the accommodation in a reasonably tidy condition, all equipment being returned to the correct place of storage. If this condition is not adhered to, an additional cost may be charged.

### **Conditions of Letting**

- No booking is confirmed until the group have completed the booking form and agreed to the rules and the school have confirmed the booking via email.
- Any changes in the booking requested by the Hirer and agreed by the school must be confirmed in writing by the Hirer at least five working days prior to the booking taking place.
- The school reserves the right to cancel any booking at short notice due to unforeseen circumstances. Where the facilities are required for school purposes, the school will give the minimum of five days notice for the cancellation. In reserving the right to cancel the booking due to unforeseen circumstances or because the facilities are otherwise required for school purpose, the school will not be liable for any losses whatsoever incurred by the Hirer's as a result of the loss of use of the facilities.

### **Behavior**

- Alcohol is not permitted on the premises.
- Please use the bins provided, otherwise the Hirer must remove any excess litter.
- Any area hired must be left as it is found. Please return any equipment to its original place.
- No open fires, candles or unauthorised electrical equipment shall be used on the school premises.
- Please leave the buildings in a manner that respects our neighbours, especially at night when vehicle traffic noise must be kept to a minimum

### **Supervision**

- For the purpose of the hired activity, a named responsible adult (aged 18 or over) must accept responsibility for the supervision for all persons invited to enter the facility for the period of letting.
- The letting must be correctly supervised by the Hirers who will undertake to pay for any damage caused by their use of the premises and are responsible for their own third party liability cover.

### **Health and Safety**

- Any equipment, electrical or otherwise brought into the premises by the Hirer must be restricted to those items referred to on the booking form and agreed by the school. All electrical equipment must be portable appliance tested (PAT) and the school will require evidence of this.
- The group is responsible for providing its own first aid kit and trained staff.
- The hirer is responsible for conducting their own risk assessments

### **Fire Procedures**

- In the unlikely event of a fire, the school evacuation procedure must be followed.

### **Lettings**

- The organisation must provide a 'named' person who will not only be the point of contact but he/she will undertake acceptance of responsibility for all aspects of the letting itself. Such a person must liaise with Facilities Manager on the occasion of letting.
- In instances of rule breaking from any user group the following procedures will come into effect.
  - a) A meeting with Facilities Manager/ Head teacher to determine the problem (verbal warning)
  - b) Should the problem persist, a formal written warning will be issued.
  - c) If the problem cannot be resolved and continues, the school reserves the right to cancel any future bookings with the user group. Any deposits or payments may be forfeited – at the discretion of the school.)

**Hirer’s Commitment**

- To treat the premises with respect, report any problems and pay any invoices on time, request any changes to the agreement in writing, minimum of 5 working days notice and work in partnership with the school.

**School’s Commitment**

- To help local groups, treat each group fairly and equally, provide facilities booked, develop their members, provide at least five days notice in respect of any changes to the booking unless due to unforeseen circumstances, work in partnership with the local community.

Failure to comply with Conditions of Use may result in a letting being cancelled and may jeopardise any future application

For further information regarding lettings, please contact **Steve James (Facilities Manager)**.

**Memorandum of Agreement and Indemnity to be completed for all Applications**

In consideration of the Governors granting me/us the use of the aforementioned premises I/we agree to pay to the Governors the prescribed hire charge and to replace or pay to the Governors the cost of making good any damage caused to the premises by me/us.

It is further acknowledged and agreed that the Governors give no warranty of the suitability of the premises for the use to which I/we intend to put them and I/we hereby agree to indemnify the Governors, their officers, servants and agents against all actions, costs, claims and demands arising out of any accidents which may occur on the said premises during their use by me/us provided that the same is not due to any negligence, omission or default of the Governors, their officers, servants or agents.

Where applicable I/we have received a copy of the school’s normal and emergency operating procedures, which have been read and understood. I agree to abide by the Terms and Conditions For The Hire Of School Premises and the Code of Conduct attached.

**Signature**.....

**Print Name**.....

**Role/ Designation**.....

**Date**.....