



## **CONDITIONS OF HIRE OF SCHOOL PREMISES**

1. All lettings are made on the understanding that the Authority and the Governors are indemnified by the hirer against loss, damage or accidents during the use of the school premises. The hirer must obtain suitable insurance cover with an indemnity of at least FIVE MILLION POUNDS. A copy of the insurance certificate or policy must be received at the school prior to an initial booking.
2. According to the Fire Regulations, the maximum capacity of persons allowed is as follows:
  - i. School Hall

Closely seated audience	160
Dancing, aerobics, etc	115
Dining and Dancing	90
  - ii. Sports Hall

Closely seated audience	200
Dancing, aerobics, etc	200
  - iii. Classroom

Seated	30
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3. The hirer should specify accommodation required, e.g. School Hall, on the hire application form. The maximum numbers permitted by the Fire Authority must not be exceeded under any circumstances.
4. The hirer must observe safety conditions required. In case of fire, hirers should know escape routes, location of fire extinguishers and alarms prior to the use of the premises. If a fire should break out, hirers should make every effort to call the Fire Service.
5. The hirer must ensure that all Fire Exit doors are unobstructed at all times during the letting.
6. If any disabled person will be attending during the period of the hire, the hirer must inform the school of the special arrangements made for their evacuation from the building in the event of a fire, etc.
7. The school may only be used for purposes which are consistent with the character of the buildings and the education provision for which they are intended.
8. The hirer agrees that the school or Authority may cancel the hiring by giving not less than 7 days notice. Alternative accommodation or dates will be offered to the hirer as appropriate. The Governors will not accept any responsibility for any loss, however incurred, by the hirer in the event of a hire cancelled by the school.

9. The Governors reserve the right to grant or refuse any application for the hire of the school premises.
10. No furniture or equipment shall be introduced by the hirer without the prior agreement of the school; no additions or alterations of the electrical installations shall be carried out, nor shall anything be affixed to the walls unless written permission is obtained. School equipment is not to be used and is not included in hire agreements.
11. The Governors have power to terminate any agreement relating to the hire of the school if it is considered that the hirers have damaged the buildings, fittings or furniture, or have subjected them to undue wear and tear. Any breach of the regulations will result in termination without prejudice to the hirer's agreement to pay such damages.
12. A strict "No Smoking" policy is in force throughout the school and the hirer must make satisfactory arrangements to enforce this ruling.
13. The hirer is responsible for obtaining licences that may be required by law.
14. Only cold buffet food shall be served in the school hall. NO hot food is permitted.
14. The premises shall not be occupied earlier than 5.00pm or later than 10.30pm, Mondays to Fridays or earlier than 10.00am or later than 11.30pm on Saturdays. This includes preparation and clearing away time.
15. Members of the School Governors, their Officers, the Site Agent, Police and Fire Officers shall have unrestricted access to the hired premises at all times and full power to enforce these regulations.