

Terms and Conditions of Hire of Facilities within Hillview School for Girls

The Hire

Charges shall be agreed at the time of the booking. Charges are subject to review and may be altered. The Hirer agrees to pay all fees within 10 working days of receipt of an invoice. Use of the school premises must be agreed in advance by the Hirer and the School. A letting is confirmed only after the School has received a fully completed, signed application form.

The use of premises must not interfere with the proper working of the School and that School use of the premises takes priority when necessary. There may be occasions when arrangements need to be changed. The use of premises is limited to the accommodation hired and necessary facilities.

The Hirer will under no circumstances sub-contract any of their activities or responsibilities under these terms and conditions to a third party. No landlord and tenant relationship shall exist.

Cancellation

Although extremely unlikely, the School reserves the right to cancel or amend any letting with immediate effect. The School will not be responsible/liable for any additional expenses incurred by the Hirer, however, in the event of the accommodation becoming unavailable due to circumstances outside the School's control, a full refund will be given. The hire will be cancelled if the Hirer has failed to disclose material information concerning the proposed hiring or there are reasonable grounds to conclude that the conditions of hire may have been breached. In this event a refund will be at the discretion of the School Governors.

The Hirer must give at least 24 hours notice of cancellation.

Insurance

All individuals, groups or organisations hiring the School property must have Public Liability Insurance with a minimum limit of indemnity of five million pounds for any one incident to cover claims arising out of negligence. This applies irrespective of whether the Hirer is a commercial or non-commercial undertaking. Proof of cover must be supplied before the letting will be agreed.

Conduct

The Hirer shall be responsible for ensuring that their users and spectators act in a responsible manner when entering or exiting the premises and during the hire period. Hirers shall not cause any nuisance to Hillview staff, other users of the site, the local neighbourhood or members of the public. This includes the use of offensive language and undue levels of noise.

The Hirer and its' users will respect the School's non-smoking policy at all times and in all areas of the site.

Hire of Premises and Equipment

The use of the facilities and all equipment is permitted entirely at the Hirers' own risk and the School will not be liable for any personal injury to any Hirer or for any consequential loss. The Hirer shall indemnify Hillview School for Girls against all claims, actions or proceedings in respect of death or injury to any person, or damage or loss of property belonging to any person arising out of the hire and use of the facilities and site.

Any damage to equipment or premises, or missing equipment must be reported to the Site Staff before the Hirer leaves the site. Any damage resulting from misuse of equipment or premises must be paid for on demand. The amount of such damage shall be certified by the Chairman of the Board of Governors, whose decision will be final.

The Hirer will ensure that all users wear appropriate footwear which will not cause damage to floor coverings/surfaces. Any damage to surfaces as a result of inappropriate footwear will be the responsibility of the Hirer.

No nails or screws shall be driven into walls, floors, ceilings, furniture or fittings. Also placards should not be affixed to any part of the premises. Any alteration to the school's lighting or heating systems is strictly forbidden. School furniture (other than chairs/desks in the hired accommodation) and equipment shall not be moved, except by prior arrangement.

After use, the Hirer must leave the premises in a clean and tidy condition, all the Hirer's property should be removed, appliances and lighting switched off. Should the facility not be left in a clean and tidy state, the School reserves the right to bring in the necessary cleaning staff and charge their costs to the Hirer.

No function or class should extend beyond the hiring period unless special arrangements have previously been agreed with the School.

Health and Safety

The Hirer is responsible for providing first aid equipment and trained personnel and also for carrying a mobile phone for contacting the emergency services. The School will provide the Hirer contact details of our site staff and confirmation of our address should the need to phone emergency services arises.

The Hirer may not bring onto the premises their own electrical appliances without prior approval from the Site Team.

The Hirer is responsible for ensuring all corridors and fire escapes are clear and free from obstruction during the period of hire and should be aware of the appropriate action to take in the event of a fire. They are also responsible for signing in and monitoring persons on site, so that in the event of a fire evacuation all persons can be accounted for.

The Hirer shall not bring onto site any flammable or explosive materials.

Standards and Safeguarding

The Hirer and employees, if supervising children or vulnerable adults, will have a current DBS (Disclosure and Barring Service) check. Confirmation of which must be ticked on the booking form. If children are present, adults must directly supervise them at all times.

Licences

The Hirer shall obtain the necessary licence from the appropriate authority for undertaking any of the following activities within Hillview School for Girls: performance of a play, cinematography exhibition, public dancing, singing, films, playing music or other public entertainment. All the necessary measures should be taken to fulfil the conditions of the licence and if a Temporary Event Notice is required, this must be established in advance. The Hirer indemnifies the School against any breach of these conditions.

Parking

Car parking is permitted in designated areas on the School premises, subject to availability. The School accepts no responsibility for vehicles parked on school premises. Any damage or theft to cars is entirely at the owners' risk.

Lost Property

The School accepts no responsibility or liability for Hirers' property which is lost or damaged during the hire period.