

THE MARLBOROUGH SCIENCE ACADEMY

TERMS AND CONDITIONS OF HIRE (REVIEWED NOVEMBER 2014)

BOOKINGS AND CHARGES:

- 1) A booking form will be issued detailing the venues to be used and appropriate charges. This should be signed by the Hirer and returned to the lettings coordinator prior to any series of lets / events taking place. For regular Hirers a booking form will be issued on an annual basis to re-confirm the agreement between the school and the parties concerned, and any necessary amendments should be brought to the attention of the lettings coordinator.
- 2) Hirers who do not have their own public liability cover will be charged 5% of their total session fee (minimum charge of £1.00) to be covered by the school's insurance policy. If providing their own insurance then the school must be given a copy showing a minimum cover of £5 million **prior** to any hire taking place.
- 3) Swimming Hirers will also need to complete a Pool Hirers Information form and submit copies of all lifeguarding / coaches certificates with a minimum depth of 2.4m.
- 4) For one off events such as weddings or parties, the school will request a damage deposit which is fully refundable after the event has taken place providing there is no damage or loss of school property. The deposit is dependent on the type of event taking place but will be at least £200.
- 5) An additional cleaning fee of £60.00 will be charged for large events where there will be food involved in the booking.
- 6) Regular Hirers will be invoiced on a half termly basis mid-way through and will be given a 30 day period to pay. If payment has not been received by day 31 from the original invoice date, then a £15.00 late payment fee will be charged. Any hire fees still outstanding 60 days after the invoice date will then incur a further late payment charge of £100.00. The Governing Body reserve the right to refuse any application or terminate the agreement at any time for non-payment.
- 7) In the event of the school having to cancel a session due to unforeseen circumstances, i.e. adverse weather conditions, then the Hirer shall be credited a session on their next invoice or refunded for the missed booking.

PREMISES USE:

- 8) It is the responsibility of the Hirer to ensure the maintenance of order during and after the function. Any misconduct by persons attending the function may result in future booking requests by the Hirer / organisation being refused.

- 9) Hirers are not permitted to interfere with the gas system, pipes, electric wiring, lights, switches or other installations of the school without prior consent.
- 10) Users of the premises must remember that the school is primarily intended for education and should be treated with the utmost respect. Work and equipment should not be touched and furniture is only to be moved when necessary, but must be returned to its original position afterwards unless advised differently.
- 11) **Weekend and bank holiday use** – the school premises should be vacated by 1.15pm at weekends so that the duty site agent can check and secure all areas. An extension of these times may be granted in special circumstances on Saturdays and Sundays. Bank holiday bookings are at the school's discretion and will be charged at a higher rate subject to a duty site agent being available on the proposed date.

TERMINATION OF CONTRACT:

- 12) The school requires 48 hours' notice in writing of any cancellation – failure to do so will, in the case of regular Hirers, result in the missed session still being charged for. For ad-hoc events the damage deposit will be retained.
- 13) The Governing Body reserve the right to terminate any letting without notice where complaints are received as to the use of the premises by the Hirer.

FAILURE TO USE ACCOMMODATION:

- 14) In the event of the accommodation and / or services not being used by the Hirer, or not used in full as booked, no money that has been paid shall be refunded apart from the deposit (providing there are no damages)

USE AND TIMES:

- 15) The Hirer shall only use the accommodation and/or services as specified on the booking form and shall neither enter the premises before, nor leave them after, the times stated on there.

ALCOHOLIC DRINKS:

- 16) If alcohol is to be served at a function then the school must be notified of this at the time of booking, and the Hirer must inform the local police at least one week before.
- 17) No persons may then be admitted after 10.30pm.
- 18) If alcohol is to be sold, then it is the Hirers responsibility to ensure that an appropriate licence is obtained and that there is compliance with its conditions.
- 19) In order to obtain a Drinks Licence the Hirer should either contact a Local Magistrate (giving at least 2 months' notice) or ask a Publican to obtain a Licence (giving at least 6 weeks' notice).

- 20) The Hirer's attention is drawn to the legal prohibitions on supplying alcohol to persons less than 18 years of age.
- 21) Adequate supervision must be provided at both the main entrance and all other doors, including fire exits.
- 22) Glassware may be brought onto the premises but any breakages should be cleared up and disposed of safely and properly.

OUTSIDE EQUIPMENT:

- 23) The Hirer shall not use any loudspeaker system or other equipment outside the premises without the prior consent of the Governing Body.

CHANGES IN CHARGES:

- 24) The Governing Body reserve the right to review and amend the charges on a regular basis at any time prior to the hiring, including after the acceptance of the application form, after giving one months' notice in writing of their intention to do so. Once the Governing Body have given notice of a proposed increase the Hirer shall be entitled to terminate the hiring by notice in writing within one week of receiving the notice of change, and any deposit shall be refunded.

Any queries regarding the above terms and conditions should be directed to the Lettings Coordinator on 01727 731388 or at s.warren@marlborough.herts.sch.uk.