**I/We wish to apply to hire the facilities at Park View School as detailed below:**

|  |  |  |  |
| --- | --- | --- | --- |
| Purpose of Hire |  | Contact Name |  |
|  |  | Date Booked |  |

|  |  |  |
| --- | --- | --- |
| Address | Telephone No |  |
| Email |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| Date of Hire |  | Any other requirements you will need |
| Start Time |  |  |
| End Time |  |
| Delegate numbers |  |
| **The School does not provide water or catering: please arrange your own catering.** | | |

**Facility £ cost per hour Hours of hire £ total cost**

|  |  |  |  |
| --- | --- | --- | --- |
| Main Hall | £150.00 per hour |  |  |
| Sports Hall (for evening events up to 2am) | £100.00 per hour |  |  |
| Sports Hall Football | £40.00 per hour |  |  |
| Badminton | £11.00 per hour |  |  |
| 3G pitches | £40.00 per hour |  |  |
| Recording Studio | £75.00 per hour |  |  |
| Fitness Studio | £45.00 per hour |  |  |
| Gym | £70.00 per hour |  |  |
| Auditorium + Projector, PC | £80.00 per hour |  |  |
| Auditorium - **153 seats** | £70.00 per hour |  |  |
| Canteen | £80.00 per hour |  |  |
| Ground floor/First Floor Foyer Area (WGLC) or Drama Studios | £50.00 per hour |  |  |
| ICT Suites or Music Practice Rooms | £40.00 per hour |  |  |
| Classrooms | £30.00 per hour |  |  |
| **OUT OF HOURS COST FOR WGLC BOOKINGS FROM 9.00PM** | £48.00 per hour |  |  |
| **Charitable & Voluntary Organisations minus 15% discount** | **Sub – Total** | **- 15%** |  |
| Flipcharts / display boards | £5.00 per item |  |  |
| Interactive Whiteboard | £10.00 per item |  |  |
|  | **TOTAL** |  |  |

|  |
| --- |
| I/We agree to be bound by the attached Conditions of Hire. (nb: persons signing must be 18 years of age or over)  Signed on behalf of the applicant/hirer  **Signature …………………………… Print Name………………………….…………. Date……………………** |

**Appendix 2**

CONDITIONS OF HIRE

1. **USE**

The use of the premises has to be restricted to the use and accommodation specified in the hire permit. The hirer shall take all precautions to prevent any damage. If the hire is indoors, some footwear in particular can cause damage to floors and persons wearing such footwear will not be permitted to enter the premises. The hirer is required to pay for any breakages, losses or damage to property arising out of lettings.

1. **INSPECTION**

Nominated representatives of the School Governors must be given free access to the hired premises for the purpose of inspection. The School Governors also reserve the right to cancel any letting in which case a proportion of the charges will become refundable.

1. **ENTRY**

The Hirer shall use only those entrances and exits designated on the date of hire. The School shall be responsible for providing entry to the premises. Keys to the premises shall not be provided.

1. **APPLICATION FOR HIRE**

Sub letting or sharing of the premises is prohibited.

Applications shall not be accepted from persons acting on behalf of third parties unless declared at the time of the application. The Hirer shall not allow the premises to be used for any unlawful purpose or in any unlawful way.

The School Governors reserve the right to refuse any application for hire if it is of the opinion that either the hirer or the purpose of hire is unsuitable.

1. **DAMAGE TO, OR LOSS OF PROPERTY**

The School will not accept any responsibility or liability in respect of any loss, theft or damage of any goods or property of the Hirer or any other person left, deposited or brought on the premises.

1. **INSTRUCTIONS**

The Hirer shall comply with all reasonable instructions of the School relating to the use of the premises and conduct therein including any instructions which may from time to time be published by notice on the premises or otherwise. It shall be the duty of the Hirer to ensure that s/he and all persons duly authorised by him sign in the reception of the West Green Learning Centre on entry and sign out on exit.

1. **DAMAGE TO PARK VIEW/ LEARNING CENTRE PROPERTY**

The Hirer shall pay to the School on demand an amount for any damage (fair wear and tear excepted) done or occasioned to the premises or to any property thereon by the Hirer, their agents, or by any persons under their care and control or supervision. If special preparations are required (e.g. for dancing) approval must be gained in advance from the School

1. **DEPOSITS**

A deposit of £500 (cash) will be collected for all evening hire, which is refundable after the event, by appointment with the Operations Manager.

1. **VACATION OF THE PREMISES**

At the end of the period of hire the Hirer shall leave the premises and remove all of their property. The Hirer shall ensure that the premises and surrounds are left in a clean and tidy condition and ensure they vacate the entire premises within half an hour of their end time otherwise an amount of their deposit will be withheld.

1. **FIRE EVACUATION**

It shall be the responsibility of the Hirer to familiarise himself/herself/themselves with the fire exits, location of fire alarm call points and evacuation procedures.

**INDEMINITY**

The Hirer shall effect Third Party (public liability) insurance within a minimum indemnity limit of five million pounds for any one occurrence to cover its legal liabilities for accident resulting in injuries to persons, including participants in the hiring activity and / or loss or damage to property including the hired premises, arising out of the hiring of educational premises.

The Hirer shall indemnify and keep indemnified PARK VIEW from and against all claims, demands, actions or proceedings in respect of any infringement of copyright material at or upon the premises. It shall be the responsibility of the Hirer to obtain at their own expense any licences or permits or other permissions required for the use and/or performance of such copyright material.

Park View reserves the right to request to see a trailer of any film or play proposed to be shown on School premises.

Park View maintains a Premises Licence under which permission is granted to

1. Perform plays
2. “public dancing, music or other public entertainment of a like kind” under the Local Government (Miscellaneous Provisions)

Act 1982

1. Games of bingo
2. Cinematography

The premises are licensed.

It is advisable to discuss all your arrangements, in full, with the Bookings Manager to ensure that you are not in contravention of statutory legislation.

1. **FIRST AID**

The School employ staff who are first aid trained and those on duty at evening events may be called on to support should an incident occur.

1. **SMOKING**

Smoking is not permitted on any part of the school grounds

1. **CLEANING COSTS**

The Hirer must meet any additional cleaning costs

1. **TENANCY**

Nothing in this agreement shall create a tenancy

1. **CANCELLATION**

The School reserves the right to cancel any booking or to vary the details of the booking where circumstances so warrant. All monies paid in respect of a booking cancelled under this condition shall be refunded to the Hirer but Park View shall not be liable for any other expenditure incurred or loss sustained directly or indirectly by the Hirer as a result of such cancellation or variation.

In the event of a cancellation by the Hirer Park View shall be entitled to retain or be paid as a cancellation fee such monies as have been paid or are due to be paid as follows. If a cancellation is received more than two weeks prior to the booking, no cancellation fee will be charged. If a cancellation is received between two weeks and one week of the booking, 50% of the booking fee / deposit will be charged.

1. **TERMINATION**

In the event of the Hirer failing to observe and perform any of the conditions herein, the School may, after giving notice to the Hirer of breaches of any conditions and without prejudice to any right of action which it may have against the Hirer, forthwith terminate this agreement and in this event payments made and any payments due to be made shall be paid and the Hirer shall have no claim against PARK VIEW for any damage or loss sustained in consequence of such termination.

1. **VOLUNTARY & CHARITABLE STATUS**

Where the hirer of the West Green Learning Centre is a voluntary or charitable organisation the school will require evidence to be provided upon confirmation of any bookings.

1. **HEALTH & SAFETY**

The School accepts responsibility to provide a safe and healthy environment for all its users and visitors. Our Policy is to ensure that all efforts are made to safeguard our clients, visitors and persons using the Centre. It is our policy to comply, to the best of our ability, with both the intent and the details of the Health and Safety at Work Act 1974 and its associated regulations. The School will not be responsible for any injury to persons or damage to property arising out of the hiring of the premises unless such injury or damage results from the negligence or breach of statutory duty on the part of the School.

The Hirer shall be responsible for the prevention of overcrowding such as would endanger public safety and for keeping clear all gangways, passages and fire exits. Should the delegate number exceed our maximum capacity the School reserves the right to close the function and vacate the premises of all patrons.

The Hirer shall be responsible for providing adequate supervision to maintain order and good conduct.

1. **INVOICING AND PAYMENT METHODS**

The School normally expects payment in full prior to or at the time of the booking. Cash, credit card payment and cheques are acceptable, but cheques should be supported by a guarantee card, sent and received at least six weeks prior to the event date.

The School, at its discretion, may extend credit in certain cases in which case an invoice will be raised and payment received within 30 days of the date of invoice.

Cheques are to be made payable to “**Park View**”, details can be found on your invoice.