

TERMS AND CONDITIONS OF HIRE

1. Bookings cancelled by the hirer with at least 14 days notice will be refunded in full.
2. The premises must be left clean and in good order. Access will not be granted for any hirer other than from the start time booked and the premises must be vacated no later than **5 minutes before the end of** the time booked. E.g If your booking is 7pm-9pm, it is expected that your booking will finish at 8.55pm to allow a smooth transition with the next booker. The hirer shall replace any furniture/equipment they may have moved and shall not swap furniture around from other rooms.
3. The hirer will not install, alter, remove, add or otherwise interfere with any fittings or appliances including the IT equipment without the prior approval of Hire My School.
4. The hirer shall pay to Hire My School the cost of repair or replacement resulting from any loss or damage arising from the hiring however caused. Hirers shall ensure they have a policy of insurance to cover such liability up to at least £2 million – a copy of a current insurance certificate must follow your booking request.
5. The hirer shall only use the facility for the purpose stated and shall have a designated person in charge at all times, that is aged 18 or over. This person must make themselves known to the Lettings officer on duty upon arrival at Beacon High
6. Hire My School will not be liable for any loss occasioned to the hirer as a result of breakdown of equipment, a failure in the supply of electricity, leakage of water, fire or explosion, a government restriction or weather-related problems which may cause the premises to be temporarily closed or the hiring to be interrupted, curtailed or cancelled.
7. A hirer must not sub-let to another party.
8. No smoking is allowed on the premises; this includes the use of e cigarettes and vapes.
9. Advertising banners and posters are not allowed.
10. Only water is allowed to be consumed in the Sport Hall and Dance Studios. Please remove any rubbish at the end of your hire.
11. The wearing of footwear likely to cause damage to floors is forbidden. No preparations are to be applied to any floors.
12. Hirers will have access only to the particular room(s) let to them, including the use of washrooms and changing rooms if applicable. In no case is access permitted to any other part of the premises. Changing rooms are clearly marked male or female, please respect and use your designated changing room and washroom especially during busy periods.
13. The hirer must remove all their property at the end of the hire. Hire My School can accept no responsibility for any property left by the hirer or their representatives on the premises.

14. Hirers must not play music which will infringe any copyright. (It will be a condition of any approval that any necessary license or authorisation has been obtained).

15. The kitchen area is unavailable to hire; however, we do allow outside food to be brought in if permission has been granted.

16. The hirer shall not offend our neighbours by parking cars inappropriately. If necessary, the Letting officer shall arrange for the offending cars to be removed. Please also pay attention to the 5mph speed limit whilst driving onto the school premises.

17. In the interests of safety, all doors, entrances, corridors and exits must be kept clear and ready for use in an emergency. It is the responsibility of the hirer to inform all participants of the emergency exits and procedures in case of fire or other emergency.

18. The school reserves the right to withdraw, without notice, permission to use any facility when such is unfit for use.

19. School first policy, Hire My School can cancel any booking in the event it is needed for school use. We will give as much notice as possible in this case.

20. Any dispute on the use of the school facilities or equipment shall be settled by the English Law.

21. The school has the right to refuse any application or withdraw permission for any letting at any time but will endeavour to give as much notice as possible; no payment, other than a refund of the paid fees will be made.

22. The school reserves the right to refuse and/or cancel lettings without right of appeal if they should present the risk of reputational damage to the school. Similarly, the school retains the right to refuse letting organisations permission to use the name of the school on publicity materials, even only as location if there is an identified reputational risk to the school.

23. All Hirer's must adhere to the school's Health and Safety policy which can be found on the website.

24. Failure to keep your account paid up to date will result in your hire being cancelled. Payments can be made in monthly instalments in advance. Invoices and credit notes are all stored on the booking system.

25. Should the hirer be in breach of the terms and conditions at any time, the school can terminate the agreement immediately and any paid hire fee and deposit will not be refunded.

26. By booking the premises, the person making the booking is acknowledging and agreeing to adhere to all terms and conditions above for the use of the school premises.

27. Please Be Aware That Placing a Booking only means a Request. It is only when Hire My School approves your request that it becomes a confirmed booking.

28. Hire My School Reserve the right to Revoke any Confirmed Booking Without Prior Notice.
29. Hire My School retains the right to re-enter the facility at any time during the Booking.

POWER OR REVOCATION

Hire My School Reserves The Right To Revoke Without Notice Any Contract for the hire of Academy Premises.

Child Protection

All external organisations who have participants under 18 years of age must read and confirm the following:

- That my organisation has a Child Protection policy in which all relevant staff and volunteers are trained and which will be adhered to at all times.
- That all staff and volunteers from your organisation will comply with this as necessary and appropriate.
- That all relevant incidences will be reported to the Responsible Person at your organisation and Hire My School.

Please note that it is the responsibility of the hirer to ensure that all relevant staff/volunteers for children and young person's activities have a valid DBS disclosure.

Hire My School cannot take responsibility for safeguarding arrangements for external lettings and hirers shall not imply any involvement or connection with the school in their advertising or communication with users/clients.