



ELMHURST JUNIOR SCHOOL

Elmhurst Lane, Street,
Somerset, BA16 0HH

Head teachers:
Mrs Tracy Edwards & Mr Michael Lawrence

HIRE OF SCHOOL FACILITIES

Name of Organisation or person:

Purpose of hire:

(Certain activities may require a qualification – please attach a copy of any certificates you have.)

Date (s) of hire:

Times of hire: From To:

Facilities required:

School equipment required:

Any other requirements (heating, furniture, etc)

Signature of hirer/representative of organisation:

Address:

Tel no:

Email:

Date:

The hirer may need to provide their own liability insurance specific to the activity pertaining to the hire. They may also be responsible for insuring equipment other than that owned by the school where appropriate, please give details of insurance company and policy number. Please attach a photocopy to this form.

Insurance number

Policy number:

Failure to notify the school of a cancellation will result in a charge for the full cost of the booking.

LETTING OF EDUCATIONAL ESTABLISHMENTS

CONDITIONS OF HIRE

1. in these conditions,
 - (a) "The establishment" means the school premises;
 - (b) "The Hirer" has the meaning defined at paragraphs 3 and 4 below;
 - (c) "The facilities" means the premises and/or equipment forming part of, or belonging to the establishment which the Hirer has identified on his / her application form;
 - (d) "The responsible body" means the establishment's governing body, its management committee or any other body charged with responsibility for the use of its premises by the community;
 - (e) "The Authority" means Somerset County Council.

2. All applications for the hire of the facilities must be in writing on the printed form.

3. The person signing the application form shall be deemed to be the Hirer and must be over 18 years of age.

4. Where the Hirer indicates that he or she signs the application form on behalf of any club or organisation, that club or organisation shall also be deemed to be the Hirer and shall jointly and severally liable with the applicant for any breach or non-observance of these conditions.
Should there be any default of payment by that club, the person signing the form shall be deemed personally liable.

5. The facilities will be used solely for the event described on the application form. If this booking relates to a regular and continuing booking this one undertaking shall be binding for all occasions when the facilities are used.

6. The Head teacher, or his/her representative, may refuse admission to any person without giving any reason for doing so and may similarly require any person to leave the premises.

7. The Hirer will be responsible for the provision of all such information, instruction and supervision as is necessary to ensure the safety of any activity for which the facilities are used.

8. The behaviour of all persons attending at the establishment for this booking is the responsibility of the Hirer.

9. Neither the Authority nor the responsible body shall be liable for any loss or damage to any property arising out of the hire, nor any loss, damage or injury which may be incurred by or be done or happen to any person or persons using the centre during the hiring, arising from any other cause other than the negligence of the Authority, its servant or agent.

10. The Hirer shall be responsible for all damage or loss to any fixtures, fittings, sports or other equipment or property occurring during the period of the hiring however and by whosoever caused, together with any additional expenses and/or consequential losses arising from the damage or loss.

11. Details of the insurance arrangements which Somerset County Council is able to offer are attached. Hirers should consider and effect such cover by way of insurance they may deem necessary for risks not mentioned (eg. Cancellation costs – see condition 18).

12. The Hirer must familiarise himself/herself with the emergency procedures for fire, first aid and accident reporting and carry them out to the best of his/her ability. Attach details.

13. The facilities must be clean and tidy and all equipment must be put back after use. If the facilities are not cleaned to the reasonable satisfaction of the caretaker the Hirer will be responsible for any payments necessary to have them cleaned and this sum will be added to the bill.

14. A qualified supervisor is present during all activities of a hazardous nature, i.e. Karate, trampoline, gymnastics, swimming, judo or where the hiring organisation is a youth group.

15. The Hirer is solely responsible for the adequacy, suitability and safety of all equipment brought on to the facilities.

16. It is the sole responsibility of the Hirer to obtain any necessary licence for the sale of drinks from the performance of plays and similar productions and for the playing of pre-recorded music.

17. The Hirer must ensure that there are sufficient stewards to prevent unauthorised persons from entering the facilities and to ensure that guests are restricted to the facilities and to the necessary means of access thereto.

18. It may be necessary for the establishment to cancel or postpone this hiring. In that event neither the Authority nor the responsible body shall be liable for any consequential loss that he/she may sustain.

19. The responsible body reserves the right to vary these conditions at any time without notice or to make special arrangements in any particular case.

20. Authority to accept or decline or postpone a booking shall rest with the Head teacher of the establishment or his/her representative whose decision will be final.

21. The caretaker will be present to unlock the premises at the beginning of the hire and will lock up at the end. He/she will not be available during the period of the hire.

22. Payment will be made, if possible, in advance of the hire. If the hire is for a regular let the establishment will invoice the hirer on a termly basis.