

St. Mary's Church of England Primary School

Voluntary Aided within the Diocese of Guildford

Church Lane, Chessington, Surrey, KT9 2DH

Tel: 020 8397 9597



Application for Regular Hire of School Premises

Name of Person / Organisation:	
Address:	
Contact Phone number:	
Email address:	

Requirements

Purpose of Hire:	
Room / Area of School:	
Anticipated no. of attendees:	
Date and time:	
Number of hours:	
Total cost:	
Deposit (20%)	
For lettings attended by under 11's please confirm adult / child ratio:	
Do you require permission to serve alcohol (clause 5)?	
For bookings during school hours please confirm that all adults are DBS checked (clause 3):	

I/We wish to hire the school premises above and agree to comply with the conditions of hire on the reverse of this form:

Signed for the Hirer:	Date:
Signed for the School:	Date:
Evidence of Insurance Provided (clause 23):	Date:
Deposit Received:	Date:

Cancellation policy:

A deposit of 20% of the cost of hire must be made at the time of booking. In the event of cancellation we reserve the right to retain the deposit unless notice is given 2 weeks in advance of the date of the booking. Full payment must be made before the date of hire. If the hirer wishes to cancel their booking this must be done before 9am on the day of the letting by contacting the school office on 0208 397 9597 or for bookings at weekends or during school closures by emailing the school business manager bursar@stmarys.rbksch.org otherwise full payment will be due. For regular, open-ended, lettings, one month's notice must be given by either party to cancel the booking. However, if payments for these lettings are more than 30 days overdue then the school may cancel the booking without further notice.

TERMS AND CONDITIONS FOR HIRE OF SCHOOL PREMISES

1. In the interest of security the premises will be opened and closed only a member of the School staff or the School's caretaking contractor.
2. The Hirer should make themselves and the attendees of any function aware of the fire escape routes as per the attached plan at the start of each and every meeting. Hirers must make sure they are aware of their responsibilities under the child protection legislation. A copy of the school's Child Protection Policy is available on the school's website.
3. For **third party lettings of any rooms during the school day** all adults attending should be DBS checked. This must be confirmed in writing at the time of booking. For **third party lettings outside school hours** then the responsible adults should also be DBS checked (unless it is a private party where no fees are charged). **A copy of the DBS certificates must be provided to the school office.**
4. The premises must be left in good order and vacated not later than the time booked. Hirers should include in the booking sufficient time for setting up and clearing up.
5. Intoxicating Drink will be allowed on the premises with permission from School Governors, but not when scheduled youth activities are taking place.
6. Lettings for music, dancing or stage plays are permissible only if the entertainment is for a closed organisation or where admission is by invitation. Entertainments are regarded as private if admission is restricted to members of a club or similar association and their guests, or in the case of a school, to students, former students, their parents and friends. The hirer is advised to ensure that only members or persons specially invited, are admitted to any entertainment. All other entertainments are classified as public entertainments and there exists a statutory requirement that the building must be licensed. Since school premises, in general, do not conform with the regulations governing the issue of licenses, letting for public entertainments normally cannot be approved. Hirers must be satisfied that there is no infringement of copyright music, video, etc.
7. The hirer must not sub-let to another party.
8. No preparations are to be applied to the floor.
9. Footwear such as stiletto heels and black-soled trainers which may cause damage to floors may not be worn.
10. Films may be shown only on condition that they are either non-inflammable films or DVD's and that every reasonable safety precautions taken. Any performance rights issues are the responsibility of the hirer. Playback and projection systems are the responsibility of the hirer and must have suitable safety certification.
11. Seating accommodation in the rooms booked may be used by the hirer, but the hirer must make his own arrangements for any additional chairs, tables etc., required for the letting, and for removing them before the school re-opens on the following day.
12. No letting shall continue beyond 11.00pm, unless permission is obtained from School Governors.
13. It is against the law to smoke within the school premises and it is forbidden to smoke within the external boundaries of the school.
14. No livestock may be brought on to the premises.
15. The School Governors reserve the right to cancel a letting if the school is closed or required for official or electoral purposes.
16. Bookings will not be accepted for political meetings, for use as committee rooms for a candidate at an Election or from other religious organisations.
17. The hirer must undertake to make good any loss of school property or damage to school premises or property, and to indemnify the School, the Governors and servants against all actions, expenses, claims, damages, penalties and demands arising out of or in any way connected with the hiring. A guarantee or security against loss will be demanded if necessary in the opinion of the Governors.
18. Hirers will have access only to the particular room(s) let to them, but where it is practicable the use of a cloakroom and WC accommodation may be made available. In no case is access permitted to any part of the building set aside for specific use of staff.
19. Playground equipment: Under no circumstances will the hirer be permitted use of the school's playground equipment (including, but not limited to, the climbing frames & wooden installations, slides, sand-pits, climbing walls etc.) The school will not be held liable in the event of any injury sustained as a result of the use of such equipment. It is the hirer's responsibility to ensure that this equipment is not used and that children are not allowed outside unsupervised. Due to the lack of toilet facilities outside, the playground will not be available for hire on its own, only as an addition to a hall letting.
20. Playing field: Due to the lack of toilet facilities outside, the field will not be available for hire on its own, only as an addition to a hall letting.
21. Variation of charges for ongoing lettings: For regular lettings that are open-ended, the school reserves the right to

review and amend the rental charge on an annual basis, effective from 1st September each year. A minimum of one month's notice of the new charges will be given to the hirer.

22. Bookings to use the premises on Sunday will only be accepted at the discretion of the School Governors following prior notice and additional fees are likely to apply.

23. Insurance Cover.

The Governing Body has arranged Hirer's Liability within the school's main Public Liability Insurance. This is in respect of Public Liability only, to a maximum of £2,000,000, carries an excess of £100 and is subject to the terms and conditions of the policy.

Private hirers who fall in to the group, including parents who wish to hold parties for their children or private individuals who wish to use the premises for an event such as a quiz night, are covered under this Liability Insurance.

Companies and non-profit making businesses or organisations, who may typically include official clubs, religious groups and charities, will need to provide evidence of their own Liabilities Insurance prior to the start of the booking.

Neither the school, nor the Local Authority, will be responsible for any injury to persons or damage to property arising out of the letting of the premises unless injury or damage to persons or third party property is attributable to proven negligence of Kingston upon Thames Royal Borough Council and are found legally liable.

24. Hire costs

Room / Area of School	Rate *
Main School hall with toilets (Mon – Sat)	£30 / hour
Use of Kitchen facilities (additional)	£5 / hour
Playground (clauses 19 and 20)	£5 / hour
Playing Field (clauses 19 and 20)	£7.50 / hour

* Please note that for bookings ending after 7pm, at weekends and during school closures the minimum hire period will be three hours.

Special rates may apply during the school day, from 8:30am up until 7pm, please contact the school for more information.

Fire Evacuation Plan – St Mary’s Primary

Assembly Point A – Infant Playground

