

## Appendix 1

The charges are:

- £35 for the first hour (or part thereof) and £30 per hour thereafter for the hire of the hall and toilet facilities.
- Hire of the playing field is charged at the same rate as the hall.
- Charges for school clubs are £5.00 per week, per hour for hire of the playground/hall/classroom and toilet facilities.
- For school holiday camp provisions who are using the facilities all day, they will be issued with a charge of £50.00 per day.

## Appendix 2

### SCHOOL LETTING - INITIAL REQUEST FORM

Name of Applicant: .....

Address: .....

Telephone Number: .....

Name of Organisation: .....

Activity of Organisation: .....

Details of Premises Requested (Hall, Playground, etc): .....

.....

Day of Week Requested: .....

*First choice:* .....

*Second choice:* .....

*Third choice:* .....

Start Time: .....

Finish Time: .....

*(please allow time for your preparation and clearing up)*

Dates Required: .....

Use of School Equipment (please specify your request): .....

Details of any equipment to be brought (including electrical equipment):.....

Maximum Number of Participants: .....

Age Range of Participants: .....

Number of Supervising Adults: .....

Relevant Qualifications of Supervising Adults: .....

(Part 1)

Where applicable have List 99 and/or DBS checks been carried out? When? By Whom?  
Please provide evidence in the form of original documentation (not photocopies)

.....

.....

Does the Hirer have appropriate policies / procedures to ensure the safeguarding and child protection? Please provide copies of all relevant information.

.....

*Dates during the year when the Hall will be unavailable due to school use or closure will be issued at the beginning of the school year in September. These dates may be subject to change, but prior notice will always be given if the premises become unavailable due to unforeseen circumstances.*

The Hirer confirms that adequate and appropriate insurance cover is in place for the activity to be carried out by producing the schedule of insurance cover (*see Terms and Conditions for further details*).

The Hirer confirms that arrangements are in place with reference to First Aid and they have understood the fire and emergency evacuation procedures (*see Terms and Conditions for further details*).

The Hirer undertakes to comply with the regulations regarding the use of own electrical equipment (*see Terms and Conditions for further details*).

Any other relevant information: .....

.....

*I confirm that I am over 18 years of age, and that the information provided on this form is correct.*

*Signed: ..... Date: .....*

(Part 2)



**CONTRACT FOR THE HIRE OF SCHOOL ACCOMMODATION AND EQUIPMENT BY INDIVIDUALS, FIRMS AND COMPANIES.**

CONTRACTS ARE NOT ENTERED INTO WITH A CLUB. IF HIRING IS REQUIRED ON BEHALF OF A CLUB THE CONTRACTING PARTIES SHALL BE THE SCHOOL AND AN OFFICER OF THE CLUB AND THE HIRER SHALL BE LIABLE TO THE SCHOOL FOR ALL DEBTS THAT SHALL ARISE UNDER THIS AGREEMENT.

**IN CONSIDERATION OF..... SCHOOL AGREEING TO LET ME**

NAME .....

ADDRESS.....

POSTCODE ..... TELEPHONE NO .....

OCCUPATION .....

The following accommodation (state your requirements/rooms/hall/accommodation/etc .....

PLUS (where applicable) any additional equipment (e.g. School Piano/Radio/TV/Shower facilities etc. Please specify .....

.....

FOR THE PURPOSE OF (State purpose of Letting).....

.....

ON (Insert Date(s) .....

FROM (Insert Times).....to.....IN ACCORDANCE WITH THE SCHOOL'S LETTING POLICY, CONDITIONS OF HIRE AND SCALE OF CHARGES.

**I HEREBY AGREE:**

- 1 To hire and use the said accommodation/equipment in accordance with the schools lettings policy and conditions and charges which I confirm that I have seen and read.
- 2 That the School may at its discretion demand full payment of its charges or part thereof in advance be it before or during the duration of this agreement whereupon I shall pay the School's charges on demand.
- 3 That I have read, understood and shall observe and fulfil all the following Conditions:
  - a) I agree that all requirements relevant to the letting will be complied with including obtaining any necessary licence (e.g. for the sale of alcohol) and that all personnel employed by the Hirer or involved in any activity concerned will be advised of these conditions
  - b) I shall not bring any dangerous or toxic substances on to the premises
  - c) Three clear days notice is required in the event of the need to cancel a booking. If due notice is not given I will be required to pay the full hire charge
  - d) VAT may be applicable in certain circumstances and for certain lettings. I have enquired at the time of booking whether VAT is payable
  - e) I will ensure that a responsible person will be present on the premises at all times during the period for the letting
  - f) I accept full responsibility for the damages to or theft of the School's and the Royal Borough of Windsor & Maidenhead's property occurring during the period for which the premises are hired

- g) I shall notify the School of any damage resulting from the hire of the premises within 24 hours of such hire
- h) Any cleaning undertaken which, in the opinion of the Officers of the School, occurs as a result of the hiring and outside the scope of the agreed hire charge, will be charged to me at the appropriate rate
- i) The School and the Royal Borough of Windsor and Maidenhead accepts no responsibility whatsoever and howsoever caused, for the loss of personal property brought into or left in the premises during the letting
- j) If I discover a hazard in regard to access to School premises or the equipment to be used, I shall take action to make the School's representative aware of the hazard
- k) I agree that no equipment will be used without the prior approval of the Headteacher of the School or the School's representative, as the case may be, and that the installation of my equipment will be carried out by competent personnel
- l) I accept that I should familiarise myself with the position of telephones, escape routes, fire alarms and fire-fighting equipment. Notices regarding the procedures in relation to action in the event of a fire will also be studied and the information passed on by me to the users and any other person concerned
- m) I shall not during the hire period cause or permit any nuisance or annoyance to any other users of the premises or to persons living in the locality of the premises
- n) I shall indemnify the School and the Royal Borough of Windsor & Maidenhead against all claims, costs, demands, expenses, actions or liabilities howsoever caused, arising from the use of the premises including, where appropriate from the use of the swimming pool by myself apart from claims and actions arising through the negligence of the Royal Borough of Windsor & Maidenhead, its servants or agents, the School or its governing body
- o) I further agree to effect Third Party insurance against any legal liability for loss, damage, demand or proceedings whatsoever, arising under any statute or at common law for damage to property, which shall include the hire premises, or personal injury or death of any person whosoever, caused during or by circumstances arising from, related to or connected with the hire of the premises on the following basis:-
  - I. Accidental bodily injury including death to third parties and further in respect of damage to their property - not less than £5million
  - II. Accidental damage caused by fire to the premises on hire - £5million
  - III. Accidental damage caused to the premises on hire other than fire
- p) In accordance with Paragraph (o), I agree to demonstrate that my own insurance cover satisfies the specified conditions. Note: where the hire does not form part of a regular hire, i.e. on a weekly or monthly basis then a minimum charge of £2.60 will apply or 10.4% whichever is the greater. Where this charge is levied, the Hirer should note that there is an excess of £250 in respect of paragraph (o) hereof and that the insurance does NOT provide cover for third party organisations e.g. Professional Entertainers who must make their own insurance arrangements.
- q) I acknowledge that the School its Governing Body or the Royal Borough of Windsor and Maidenhead shall not be liable for any losses caused by the non-availability of the accommodation/equipment due to reasons outside of their reasonable control ("Force Majeure Event") which includes any act, event, non-happening, omission, or accident and includes in particular (without limitation); strikes, lock-outs or other industrial action; civil commotion, riot, invasion, terrorist attack or threat of terrorist attack, war (whether declared or not) or threat or preparation for war; fire, explosion, storm, earthquake, subsidence, epidemic or other natural disaster.
- r) I acknowledge that should I fail to pay the hire charge or any part thereof the School or the Royal Borough of Windsor & Maidenhead may pursue this as a debt and shall be entitled to charge interest at the rate of 4% above the current base rate of Lloyds Bank plc on any

amount outstanding after the date on which it has become due i.e. within one month from the date of the account.

SIGNATURE OF HIRER..... .(individual)

OR  
AUTHORISED SIGNATORY .....on behalf of company)

POSITION DATE.....

WITNESSED BY ..... (NAME OF WITNESS, Block Letters)

(Signature).....

ADDRESS OF WITNESS .....

.....POSTCODE.....

OCCUPATION .....

The account in respect of payment for hire of the said accommodation/equipment should be forwarded to .....

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If the Hirer is a firm this Agreement must be signed by a partner of the firm. If the applicant is a limited company this Agreement must be signed by a director or the secretary of the company. This form is to be returned to the school concerned at least 7 days before the proposed date of letting.