



PATE'S GRAMMAR SCHOOL

TERMS & CONDITIONS FOR HIRE OF FACILITIES

The Governing Body wish to encourage the use of the School by the community and as such the School premises are used for many purposes.

Please note however, that the facilities are primarily for teaching and should be respected as such. Anyone hiring rooms or sports facilities will be subject to the following rules concerning hire and usage

1. Letting Procedure

After the initial enquiry, the facilities will be provisionally booked. The hirer will be sent a form to complete. The letting is not confirmed until the School has received the form and relevant deposit.

2. Cancellation and Changes

The School reserves the right to give at least 2 weeks' notice of changes should a facility be required by the School, i.e. during exam periods or due to essential maintenance.

In exceptional circumstances e.g. adverse weather conditions, Pate's Grammar School reserves the right to cancel any event being held on our School Fields or on any other outdoor area with 24 hours' notice, on the grounds that the property would suffer unacceptable damage if the event were to go ahead. In these circumstances Pate's Grammar School agrees to refund any payments made by the hirer if an alternative date cannot be arranged that is agreeable to both parties.

Pate's Grammar School reserves the right to cancel any letting without notice if it feels the event would bring the School into disrepute.

In the event of the hirer cancelling their event, at least 7 days' notice should be given otherwise the full hire fee will be chargeable.

3. Hire Period

The hire period must be strictly adhered to. Requests to extend the hire period must be made in writing at least 4 weeks prior to the letting. Hirers should be aware that access to the School prior to an event for preparatory work must be organised with the School in advance. The School reserves the right to restrict access before the event if other functions or school activities are affected.

4. Access

Arranged with the School site staff.

The Bursar and all persons authorised by the Bursar have the right to enter the school premises at all times.

5. Equipment

Equipment can be supplied, but must be requested at the time of booking.

6. Repeat Lettings

A hirer may book a facility for a series of events, for example a keep-fit club once a week over a term. With such lettings the hirer must submit the dates and times they require one term in advance, or a minimum of 4 weeks prior to the first letting.

Hirers should be aware that with a series of lettings the clause on 'Cancellation and Changes' does apply. Therefore a hirer should consider that at certain times of the year some rooms might not be available, e.g. the exam periods.

7. Smoking

The School has a complete smoking ban. Smoking is strictly prohibited in all buildings and on all School grounds.

8. Alcohol

Alcohol is strictly prohibited in all buildings and on all the school grounds.

9. Animals

With the exception of guide dogs no animals are permitted within the school buildings or grounds.

10. Parking

All vehicles must park in the school car park in the appointed spaces. Parking in disabled spaces is for disabled users only. Parking is at the hirer's risk and Pate's Grammar School does not accept any responsibility for any damage to vehicles or property whilst you are using our facilities.

11. Behaviour

Rudeness, foul or abusive language will not be tolerated at any time and may result in immediate cancellation of this and any future lettings.

Consideration should be shown at all time to local residents by keeping to appropriate noise levels and exiting the premises in a quiet and reasonable manner.

12. Health and Safety:

Emergencies and Risk Assessments

Fire doors must not be obstructed in any way – to do so would be a breach of fire regulations. All exit signs must be kept lit. The hirer must be aware of emergency procedures and exit routes.

A risk assessment will need to be completed before the event or the School reserves the right to impose restrictions in order to ensure health and safety compliance.

For the period of hire at least one responsible adult (18+) must be present – this should form part of the above risk assessment.

First Aid is the responsibility of the hirer.

13. Cleaning

In most cases hirers are expected to clean up after an event. Toilets in particular should be left in a satisfactory condition. Where the School has to undertake cleaning, an additional charge may be levied, or included in the cost of the hire charge.

14. Damage to the School facilities

The hirer shall take good care of the hired premises and equipment. The hirer shall pay for any damage caused (including accidental damage).

15. Hire Charges

The School website details the facilities available and the relevant hire charges. Discounts may be available for a series of lettings.

The School reserves the right to review the continuation and pricing of regular hiring 3 terms each year, to coincide with the beginning of each school term. Regular hirers will be given at least one terms notice of any price increase.

The customer must make payment within 14 days of the date on the invoice.

16. Insurance

The School has taken out insurance to cover the use of facilities by third parties who do not have their own £5 million public Liability Insurance. However, if the hirer employs a third party e.g. a supplier such as a band or DJ, they will also need to obtain a copy of the suppliers Public Liability insurance certificate. This should provide a minimum cover of £5 million. The School will not accept lettings without seeing proof of this insurance.

If the hirer is teaching or instructing they should ensure that they carry Professional Indemnity Insurance to cover against claims of professional negligence by those they are instructing. Again, the School would wish to see proof of this cover before the letting takes place.

Signed:.....Print:.....

This form can be sent via post or emailed to lettings@patesgs.org

Address:

Site Team
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GL51 0HG

**Stephen Locke
Bursar
November 2016**