

Mandeville School Hire of Premises Policy v20317



Facilities Rental

ROOM	FACILITIES AVAILABLE	CAPACITY	COMMUNITY CHARGE	COMMERCIAL CHARGE
Hall (with capacity to extend into Dining hall)	Projector, music system, lighting system, chairs/tables, sliding folding partition	104.7 m ² Approx 60 people sitting	£55 per hour £300 weekday £350 weekend/ evening	£80 per hour £400 weekday £450 weekend/ evening
Dining Hall	Tables and chairs	90.1m ² Approx 50 people sitting	£45 per hour £200 weekday £250 weekend/ evening	£70 per hour £300 weekday £350 weekend/ evening
Training Room/Meeting Room	Plasma screen, Whiteboard, foldaway tables & chairs	40.2m ² Approx 20 people sitting	£50 per hour £250 weekday £300 weekend/ evening	£75 per hour £350 weekday £400 weekend/ evening
Sound & Lighting Hall (with capacity to extend into Dining hall)	Projector, Apple TV, high spec sound and lighting system	78.5m ² Approx 35 people sitting	£55 per hour £300 weekday £350 weekend/ evening	£80 per hour £400 weekday £450 weekend/ evening
Dining Hall	Tables and chairs	64.6m ² Approx 25 people sitting	£35 per hour £150 weekday £200 weekend/ evening	£60 per hour £250 weekday £300 weekend/ evening
Classroom/training room	Plasma screen, tables & chairs, sink, overhead hoist	51.5m ² Approx 20 people sitting	£35 per hour £150 weekday £200 weekday/ evening	£60 per hour £250 weekday £300 weekend/ evening
Swimming pool	Hydrotherapy pool, overhead hoist	69.9m ²	£65 per hour	£70 per hour
*Car Park		Room for 40 cars	£35 per hour	£35 per hour

*Please note there is no charge for car parking when using our rooms for hire.

If two or more rooms are required a 15% discount will be applied.

An additional charge of £20.00 per hour for caretaking/administration is made for lettings outside of normal school hours.

Laptops (not those connected to plasma screens) can be hired at an additional cost of £10.

All rooms are available to view Monday – Friday 9am – 5pm. Please contact Tanya Blandford or Frank Barry on 02088644921 or email admin@mandeville.ealing.sch.uk.

Lunch available on request, charges apply and at least two weeks' notice is required.

Hot water urns and WFI included.

1. PAYMENT

Payment is required in full at time of booking.

The Governing Body reserves the right to make special arrangements for the charging of fees.

2. HIRE AND LIABILITY

All hirers must have 3rd Party Liability Insurance to the value of £5,000,000 and a photocopy of insurance cover and premium receipt should be sent 14 days before the first letting/lettings. Insurance can be obtained for approx. £75 - £95 per event (depending on day of time event)

A holding deposit of £100 maybe required from the hirer to be set against any damages to the premises, its contents and any additional cleaning costs. If any damage, cleaning and/or replacement furniture is required as a result of the hirer's use, the cost (if any) will be deducted from the holding deposit with the balance being refunded to the hirer within 14 days of the hire. If the cost exceeds £100 a further payment shall be required from the hirer.

It is the responsibility of the hirer to check the premises before and after the event and to remove rubbish from the site.

All hirers must have insurance that covers them for any damage that they or members of their group cause to the building and/or property of Mandeville School. The School will write to the company to confirm insurance cover prior to the first let.

3. CANCELLATION BY HIRER

Cancellation will only be accepted in writing. Refunds are at absolute discretion of the school but will normally only be made where at least 30 days' notice of cancellation is given prior to the date of event.

- 30 days plus notice – full refund
- 15-29 days' notice – 50% of hire cost refunded
- Less than 14 days' notice – no refund

4. CANCELLATION BY MANDEVILLE SCHOOL

The School may by notice in writing to the hirer, cancel the hire agreement at any time seven days prior to the date of the event and all moneys paid to the School will be refunded.

5. SECURITY/HEALTH AND SAFETY

There will be a member of the School staff or contractor hired by Mandeville School on the premises throughout the duration of the letting/lettings. Please report to him/her on arrival and notify them of any problems during the letting/lettings.

On arrival please read the School's Health and Safety Policy and the fire instructions. Failure to comply with the Health and Safety Policy will result in the letting/lettings being terminated and your moneys retained by the School.

A fully stocked first aid kit is available on site and its location will be given by the staff member.

Any electrical equipment brought onto site by the hirer must be less than one year old or must have a PAT test certificate issued by a competent person.

The use of smoke machines and/or candles on site is strictly forbidden

6. SAFEGUARDING

It is the hirers' responsibility to ensure that they comply with the regulations for safeguarding of children and vulnerable adults.

TRANSFER OF UNDERTAKING PROTOCOL

The health and safety and safeguarding of those present (if not organised/managed by the school) is the responsibility of those 'in charge' not of the head and/or governing body members of the school.

7. GROUP SIZE

Please note that the maximum number of adults and children permitted on the premises at any time cannot exceed the capacity stated in the facilities rental (see front page). The School stipulates that there should be a pupil to adult ratio no greater than 20 to 1.

8. ALCOHOL & SMOKING

Alcohol is only to be taken onto or consumed on the premises with the Head teachers or Governing Bodies consent.

Smoking is prohibited on any part of the school grounds, including the access drives.

9. FOOD AND DRINK

The use of the school kitchen is not permitted. No hot food should be placed on the hall floor as this could melt the vinyl. Food and drink may only be consumed in the school dining room. Eating in classrooms or playgrounds will result in the deposit being retained by the School.

10. GENERAL PUBLIC

Mandeville School cannot accept bookings for an event open to the general public.

11. EQUIPMENT

It is the hirer's responsibility to supply all stationery such as pens, pencil, stationery etc. The school cannot supply these.

Computers and other visual aid equipment are available for hire by separate arrangement are not to be used.

Users are not permitted to tape, staple, pin or velcro anything to the school walls.

12. STAFF HIRE

Members of staff may hire the school but the same Conditions of Hire apply. Staff will be charged on the community use tariff.

13. TIMES OF LETTING

The letting times of the premises will be between 7.30 am and 10.30pm with the premises being vacated no later than half an hour after that time. No letting will take place outside the times above.

14. GENERAL

14.1 The school and its governing body are not liable for:

- (a) the death of, or injury to the hirer, its employees, or invitees to the premises; or
- (b) damage to any property of the hirers or that of the hirers employees, or invitees to the premises; or
- (c) any losses (including loss of profit or any indirect or consequential loss) , claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred by hirer or the hirers employees, or invitees to the premises in the exercise of the rights granted to them by this hire agreement.
- (d) any losses (including loss of profit or any indirect or consequential loss) , claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred by the hirer and caused by an event beyond the reasonable control of the school or the governing body.
- (e) for any loss of income, profit, or any indirect or consequential loss arising under or in connection with a breach by the school or its governing body's breach of this hire agreement.

14.2 nothing in paragraph 14.1 shall limit or exclude the schools liability for:

- (a) death or personal injury or damage to property caused by negligence on the part of the school or its employees or agents; or

(b) any matter in respect of which it would be unlawful for the school or governing body to exclude or restrict liability.

14.3

a) the hirer shall occupy the premises for the uses specified in Facilities Rental as a licensee and that no relationship of landlord and tenant is created between the school and the hirer by this hire agreement.

b) this hire agreement is personal to the hirer and is not transferrable and the rights given to the hirer under this hire agreement may only be exercised by the hirer and its employees; and

(c) the school shall be entitled at any time on giving reasonable notice to require the hirer to transfer to a comparable space elsewhere within the premises and the hirer shall comply with such requirement.

(d) the hirer agrees to not to make any alteration or addition whatsoever to the premises

(e) the hirer shall not display any advertisement, signboards, nameplate, inscription, flag, banner, placard, poster, signs or notices at the premises without the prior written consent of the school (such consent not to be unreasonably withheld or delayed).

(f) the hirer agrees not to do or permit to be done on the premises anything which is illegal or which may be or become a nuisance (whether actionable or not), annoyance, inconvenience or disturbance to the school or any owner or occupier of neighbouring property.

(g) the hirer is responsible for any damage or loss to the premises during the period of hire.

(h) the hirer shall observe any reasonable rules and regulations the school makes and notifies to the hirer from time to time governing the hirer's use of the premises.

(i) the hirer shall leave the premises in a clean and tidy condition and to remove the hirers furniture equipment and goods from the premises at the end of the period of hire.

(j) The hirer shall indemnify the school and the governing body and keep the school and the governing body indemnified against all losses, claims, demands, actions, proceedings, damages, costs, expenses or other liability in any way arising from breach by the hirer of this hire agreement

Signed by:

Chair of Governors: Date:

Head teacher: Date:

Agreed at the Governing Body Meeting on: 15/10/10

Reviewed and re-ratified October 2013

Reviewed and re-ratified : 03/02/16

Reviewed and re-ratified at Finance and Personnel 09/03/17

Appendix 1 Booking Form

MANDEVILLE SCHOOL

BOOKING FORM FOR HIRE OF SCHOOL PREMISES

This booking form must be returned to Tanya or Frank To check availability or if you require additional information about the facilities available, please contact the school on 0208864 4921 or email admin@mandeville.ealing.sch.uk.

DETAILS OF HIRER



APPLICANT (Name of person or organisation wishing to hire premises):
ADDRESS:
TELEPHONE NO (DAYTIME/MOBILE):

Details of Hire/Requirements

Type of Function:	
Room required:	
Date/s of Function:	
Time of Function	
Start	
Finish	
Number of people attending (Max)	
Number of children under 12	
Health & Safety (please tick box confirming that you understand the following)	The hirer is responsible for arranging first aid provision whilst on the premises. <input type="checkbox"/>

<p>Safeguarding</p> <p>(please tick box confirming that you understand the following)</p>	<p>The hirer is responsible for ensuring that all safeguarding requirements are in place when events include children</p> <p><input type="checkbox"/></p>
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Additional Requirements (e.g. Seating arrangements, IT)

Public Liability Insurance

All hirers of school premises are required to hold a minimum cover of £5million. The Local Authority will provide cover for single event. Hirers must obtain insurance for multiple events. You are required to provide a copy of your insurance certificate prior to the commencement of the event.

DECLARATION

I hereby acknowledge that I have read and fully understand the conditions of use which solely govern the provision of all services supplied by the school. I agree to be bound by the terms and undertake to comply with them in all respects.

Signed: _____ Date: _____

Name (in block letters): _____

On behalf of (if applicable): _____

Please note that a booking of School premises exists only when it has been confirmed in writing by the School and all fees and charges have been fully paid.

For Office use:

Availability confirmed:

Insurance Certificate received:

Event approved and confirmation of booking provided: