

IQRA SCHOOL

APPLICATION FOR HIRE OF SCHOOL HALL

Hirer details (two contact names required)

Organisation name (if applicable): _____

Contact name: _____

Address: _____

Email: _____

Telephone number (land line): _____

Mobile phone _____

Contact name: _____

Address: _____

Email: _____

Telephone number (land line): _____

Mobile phone _____

THE TIME OF HIRING MUST BE STRICTLY ADHERED TO. ACCESS TO THE PREMISES FOR PREPARATORY WORK AND CLEARING UP AT THE END IN CONNECTION WITH THE HIRING MUST BE COVERED BY THE HIRING PERIOD. SETTING UP TIME MUST BE PAID FOR PRIOR TO EVENT OTHERWISE ACCESS WILL NOT PERMITTED PRIOR TO BOOKING TIME.

A DEPOSIT OF £350.00 IS REQUIRED FOR CLEANING AND OR TIME OVERSTAYED.

THIS IS REFUNDABLE IF CLEARING AND CLEANING IS DONE WITHIN THE TIME OF THE HIRE (ANY EXTRA TIME WILL BE CHARGED AT £150.00 PER HOUR OR PART there OF).

FLOOR MUST BE SWEEPED AND MOPED.

SMOKING ON SCHOOL PREMISES IS STRICTLY PROHIBITED. **NO ALCOHOL ON PREMISES.**

DEPOSIT OF 50% REQUIRED TO SECURE BOOKING – **NON REFUNDABLE.**

Booking details

Purpose of booking: _____

Booking type: Casual/Regular (please delete which is not applicable)

MINIMUM HALL HIRE - 4 HOURS

(a) Casual

Date required: Day _____ Month _____ Year _____

Time required: Start _____ Finish _____

Regular booking details:

NB: MUST INCLUDE TIME FOR SET UP/CLEANING. Request for refund of deposit must be in writing

I/We hereby make application to hire the Iqra Primary School Hall and acknowledge receipt of a copy of the 'information for Hirers Casual/Regular Bookings' and agree to abide by the rules therein.

I/We understand that this booking cannot be confirmed until this completed form is forwarded to the hall hire co-ordinator. It will be cancelled unless full payment of the hire fees and deposit are paid 6 weeks prior to event.

Signature: _____ Date: _____

Charge per hour £150.00 – includes a) furniture b) use of kitchen c) use of Car Park d) Cover for whole period with onsite Controller.

PLEASE READ REVERSE SIDE.

CONDITIONS

- All Floors to be swept clear.
- Rubbish to be placed in Bins/Bags.
- Kitchen Area to be cleaned and **all** Surfaces cleaned – This is essential.
- No use of nails/staples etc on walls/floors.
- **Hourly Hire Rate £150.00 per hour.**

Including:-

- Tables
- Chairs
- Use of Kitchen
- Site Controller in attendance
- Use of Car Park.

Site Controller will sign off the state of premises at end of function or highlight areas which have not had appropriate cleaning etc.

IQRA SCHOOL HALL HIRE

ADDITIONAL RULES APPLICABLE TO HALL HIRE FOR ANY EVENT AT IQRA SCHOOL

1. NO SMOKING ON ANY PART OF SCHOOL PREMISES.
2. NO PERSONS INCLUDING CHILDREN ALLOWED TO USE COURTYARD AREA AS THIS IS NOT COVERED BY INSURANCE AND IS OFF LIMITS DUE TO HEALTH AND SAFETY CONSIDERATIONS
3. NO USE OF ANY FIREWORKS ON SCHOOL SITE
4. NO USE OF ANY SCHOOL ROOMS/CLASSROOMS
5. NO ALCOHOL ON PREMISES
6. NO COOKING ON PREMISES EITHER OUTSIDE OR IN THE KITCHEN

BREACH OF ANY OF THE ABOVE RULES MAY RESULT IN LOSS OF TOTAL DEPOSIT

DATED JAN 1ST 2013

**PLEASE SIGN HERE FOR ACCEPTANCE OF THESE ADDITIONAL
RULES**

.....Date.....

IQRA SCHOOL

HIRING OF SCHOOL PREMISES

GENERAL CONDITIONS

HALL HIRE (FUNCTIONS)

1. Application for use of School premises must be made to the Head Teacher on the attached form. Arrangements for payment will be agreed before the use of premises commences. These payments are not returnable if the hire is approved by the School and is not then used, but payment so made may be credited towards subsequent lettings.
2. The caretaker cannot be required to undertake as part of his/her ordinary work for which he/she is paid by the School any work arising from the use of the premises other than School purposes.
3. The time of hiring must be strictly adhered to and access to the premises for preparatory work and clearing up at the end in connections with the hiring must be covered by the hiring period. A deposit of £350! is required for cleaning. It is refundable if clearing and cleaning complete.
4. Alcohol may not be consumed on the School's premises.
5. The Hirer must ensure that adequate supervision is available at all times and see that no unauthorised persons are permitted to enter the premises. All security and fire precaution measures must be adhered to including having an emergency plan in place. The Hirer is responsible for the behaviour and safety of all parties attending. This will include direct users of the premises and spectators.
6. The use of the premises shall not be granted for any purpose that may appear questionable or undesirable or which interfere in any way with the operational activities of the establishment, or the ethos of the school.
7. The laying of any composition or other preparation on floor is prohibited.
8. No screws or nails shall be driven into the premises or furniture and no placards shall be affixed to any part of the premises. Those responsible for the hire of the premises shall prevent anyone sitting or standing on the window sills, or standing on chairs, tables or equipment.
9. The Hirer shall take good care of and shall not cause damage or permit or suffer any damage to be done to the hired premises, or any part or parts thereof to any fittings, equipment or other property therein and shall make good and pay for any damage thereto (including accidental damage) caused by any act or neglect of

himself, his servant, agents or any person resorting to the hired premises by reason of the sue of the hired premises by him/her.

10. It shall be the responsibility of the Hirer to satisfy himself/herself that the premises, furniture, fixtures and fittings are fit for his/her purpose. If there are any problems they should inform the duty caretaker.
11. The hirer must complete risk assessments for their activities specific to the venue in use.
12. If, during the hire of the kitchen, equipment or fittings are damaged by the Hirer, or the area is not cleaned properly, such that the ability of the School's caterers to provide school meals to the contract service specification will be impaired and additional costs incurred, any additional costs will be passed onto the Hirer.
13. The Hirer shall undertake not to infringe any copyright and shall undertake to indemnify the School against all proceedings, actions, claims and demands which may be taken or made against the school for alleged infringement of any copyright.
14. Smoking on School premises is prohibited.
15. No advertisements or publicity material promoting smoking shall be displayed on School premises. Non-observance of this restriction may lead to termination of the hiring without further notice. Any sums paid by the Hirer shall be forfeited in such cases.
16. The Hirer agrees to pay the additional fee (included in the total charge) for public liability insurance providing the hirer with indemnity for all sums up to a maximum of £5,000,000 which the hirer becomes legally liable to pay as compensation arising out of accidental bodily injury and/or illnesses to members of the public or accidental loss or damage caused to property, not owned by the hirer, which arises out of the use of premises. There is an excess payable by the Hirer for each claim.
17. All means of escape, security and fire precaution measures, instructions and notices must be adhered to during the hire.
18. There is an agreement with the neighbouring community that the Astroturf floodlights will be switched off by 9.30pm.
19. The caretaker is employed to lock the school entrance gates at 10.00pm. All hirers must ensure that all their members and spectators have left the site by this time.

20. The School reserves the right to cancel a booking if it is necessary to hold a school event that would clash with the booking, e.g. school examinations, parents/school meetings, consultations or school sport fixtures. Every effort will be made give as much advance notice and to offer an alternative venue under these circumstances.
21. The school reserves the right to cancel a booking due to circumstances beyond its control e.g. electricity failure or weather conditions.
22. If for any reason the Hirer wishes to cancel to boeing then advance notice should be given. Without advance notice the school reserves the right to charge for the booking. Cancellation must be made 4 weeks prior to event date. There are no refunds if deposits unless an alternative booking can be secured for the event that is cancelled.

31st January 2010

A handwritten signature in black ink, appearing to be 'J.A.', written in a cursive style.