



FRIERN BARNET SCHOOL

Conditions of Hire

Please read the information in this document as it contains essential information regarding your hire of our school premises. It is important that your party keeps to the hours booked (please remember to add in setting up and clearing up time when you book) and that all school facilities are kept in good order at all times. The right is reserved to cancel your booking if the terms and conditions of hiring are not met.

Definitions

- 'Hirer' means the individual, group, organisation or association willingly entering into a contract for the use of a specific school facility in return for consideration
- The 'school' means Friern Barnet School, Hemington Avenue, London N11 3LS

Hire of these premises is subject to the following conditions.

1. Admission to Premises

Payment for accommodation is required 10 working days in advance and evidence of such payment must be available for inspection before admission to premises can take place. Payment should be made via bank transfer.

2. General Availability

- a) Premises are normally bookable, with the exception of all public / bank holidays and some school holidays when the premises will be closed, as follows:
 - Monday-Friday 6.00 pm – 10.00 pm.
 - Saturday 9.00 am – 11.00 pm (**minimum booking period: 3 hours**)
 - Sunday 9.00 am – 10.00 pm (**minimum booking period: 3 hours**)

(Please note: The sports hall and drama studio are not available on Sundays, owing to planning restrictions.)

- b) The number of people on the premises shall not normally be more than 400 (**including children**).
- c) In certain circumstances, it will be necessary for the school to cancel or amend a booking. Although every effort will be made to give reasonable notice of any such change(s) this will not always be possible. No compensation shall be paid in respect of any cancellation or alteration.

3. Licensing and Copyright

- a) Uses which require a London Borough of Barnet entertainment licence are not generally acceptable.
- b) Approval for the consumption of alcohol on the premises must be obtained in advance and will normally need a licence.
- c) Fees due in respect of musical works, plays or other work where copyright exists are the responsibility of the hirer.

4. Insurance, Loss, Damage and Safety

- a) Insurance cover has been affected against claims for loss or damage which the school may sustain through use of the premises, including cost of damage and injury or death of any persons. Insurance does not cover use for commercial or political purposes.

- b) Insurance is compulsory. The Hirer must be able to show that they have public liability insurance of no less than £5,000,000 in respect of each and every claim and able to indemnify the governing body of the school if it has to repair, replace or make good any part of the school premises or contents which may be lost, damaged or destroyed as a result of the Hirer's use.
- c) In the event that the Hirer is unable to produce satisfactory evidence that they hold adequate public liability insurance to the sum of £5,000,000, the Hirer agrees for the school to arrange public liability insurance cover through the London Borough of Barnet. Where it is necessary for a claim to be made through this insurance, the Hirer is liable to pay the policy excess of £250.

The premium for this insurance is 10% of the hire fee and must be paid with the payment for accommodation ten days in advance.

- d) The school shall not be liable for any loss, theft or damage in respect of property of the hirer or any person coming on to the premises as a result of community use. The school governors advise that there is no storage provided for valuables. These items should not be brought onto the premises.
- e) In the event of injury or loss, the hirer shall give notice in writing to the Head Teacher within 24 hours of the knowledge of any such matter.
- f) A damage deposit of 10%, to a maximum of £250, is required from the Hirer. The damage deposit will be refundable in full less any deductions for damage or additional cleaning.
- g) The Hirer shall agree to repay to the school all expenses which may be incurred by the school in repairing, making good or replacing any part of the school buildings or the contents thereof which may be lost, damaged or destroyed in consequence of the Hirer's use of the school.
- h) Smoking is prohibited on the School premises. The person responsible for the Let must state that no smoking is allowed on Friern Barnet School's premises. Anyone found to be smoking will be asked to extinguish their cigarette and, in the event of refusal to do so, the school reserves the right to terminate the Let.
- i) The use of any form of pyrotechnics or fireworks is strictly prohibited.
- j) Caretakers supervising lettings have been instructed to ensure access to first aid materials for use in case of minor injury. A telephone is available in an emergency.
- k) Hirers are strongly advised to familiarise themselves, in the case of fire, with escape routes, location of fire extinguishers, fire alarms and exit doors and to make every effort to call the Fire Service if fire should break out.

5. General Responsibility of the Hirer

- a) Hirers should not occupy the premises before the start of the booked period and should have vacated the premises by the end of this period, e.g. if the gymnasium has been booked from 8 p.m. to 10 p.m. the caretaker will not be required to open up the changing rooms or gymnasium before 8 p.m. and by 10 p.m. the group should have left not only the gymnasium and changing rooms, but also have vacated the premises.
- b) At least **72 hours'** notice must be given in writing by email to the school by the hirer in respect of a proposed cancellation otherwise no refund can be considered and the hirer may, at the discretion of the school, still be liable for the full cost of the Let or, in the case of a block lettings, for the cost of that one session
- c) Access inside and outside the facilities shall be unobstructed. **All Lets must use the Crescent Road entrance and playground car park.**

d) Sports Hall and Gymnasium Floors: -

- I. In order to protect the gymnasium and sports hall floors, the following guidelines must be followed:
 - II. All outdoor footwear must be removed before entering the gymnasium and sports hall.
 - III. The soles of training shoes must be checked for any stones or sharp objects, which may cut or scratch the floors.
 - IV. Training shoes must be of the non-marking type.
 - V. No food or drink is to be taken into the gymnasium or sports hall.
 - VI. The school reserves the right to refuse entry into both the sports hall and the gymnasium if inappropriate footwear is being worn.
- e) The premises shall be left by the Hirer in a reasonable condition otherwise extra cleaning costs will be incurred.
- f) Good order shall be kept at all times and access inside and outside the facilities shall not be obstructed at any time. Staff of the school may inspect the premises at any time during the Let.
- g) There shall be no defacement or alteration to any part of the accommodation or to the furniture or fittings. No structure or stand is to be erected without the prior consent of the Head Teacher or delegated representative.
- h) The Hirer will ensure that noise levels are kept within reasonable levels and that no nuisance is caused to neighbours. The school reserves the right to terminate the Let with immediate effect in the event of complaints from local residents over noise disturbance.
- i) Any apparatus, equipment or furniture brought onto the premises, will be removed immediately after the completion of the letting, unless there has been an agreed prior alternative arrangement.
- j) The hirer shall only use the accommodation for the purpose stated and shall have a designated person in charge present at all times. This person will be responsible for good order being kept at all times and for ensuring that the number of people attending does not exceed the estimated number given on the application form. A written undertaking to this effect must be made.

6. General Conditions Regarding Charges

- a) Bookings from commercial organisations may be subject to an individually negotiated fee.
- b) Charges will not be calculated in less than half-hour periods.
- c) Main facility bookings are inclusive of cloakroom/toilet facilities, cleaning and non-technical services.
- d) Hire charges include the use of the furniture (tables and chairs) normally situated in the relevant areas. Hirers are advised to visit the premises to check that the facilities available are suited to their needs. Extra furniture can be arranged if requested when booking in writing on the booking form, and will be charged for.

Lights, public address systems and other specialised facilities are not normally available for hire.

- e) Any facilities or services extra to those set out in scales will be charged for.
- f) The **car parking** area is designated as the playground. **Entrance** to this area is **via Crescent Road only**, and the hirer must agree to abide by this condition.

- g) Specialist and staff rooms are not normally available for hire and ball games are permitted only in areas designated for the purpose.
- h) Block lettings must be booked in advance stating the total period to be covered. Such lettings will be invoiced on a 10 sessions basis. Payments must be made 10 working days in advance of the first Let.

7. Safeguarding

The school is dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement of hire that hirers abide by the schools’ requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the hire being terminated.

It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space.

If there is a chance that those hiring the premises will come into contact with pupils, for example if the hire occurs during school hours, or when pupils may be present in the school (during after-school clubs or extra-curricular activities), we will ask for confirmation that the hirers and anyone else coming on to the school site have had the appropriate level of DBS check.

The hirer will be required to have appropriate safeguarding policies in place, including safeguarding and child protection, and shall provide copies of these policies on request to the school.

The hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact the school’s Designated Safeguarding Lead, Jim Robinson: j.robinson@friern.barnet.sch.uk as soon as reasonably practicable.

The hirer understands that if our school receives an allegation relating to an incident where an individual or organisation is using our school premises for running an activity for children, we will follow our usual safeguarding procedures and inform our local authority designated officer (LADO).

8. School Meals Kitchen

Cooking is not permitted; by prior agreement food may be reheated in the ovens. The burners on top of the cookers may be used to boil water. Sinks (but not sterilizing sinks) may be used. No other school meals equipment such as pans, cutlery or plates may be used or moved. No portable cooking equipment is allowed on the premises. The kitchen, including cookers, work-tops, sinks and floors must be left in a clean condition. Cleaning must be completed on the day of the letting to the satisfaction of the designated supervisor. A member of the school meals staff must be on duty throughout the period of the letting including any time needed for cleaning. The duties of the staff member are supervisory only and include responsibility for the equipment in the kitchen. **Minimum booking period is 3 hours. If you require tables and chairs you must hire the canteen.**

9. Notice and Termination

- a) For long-term Lets, the Let may be terminated by the school at any time by giving one month’s written notice to the Hirer. The Hirer may terminate the Let at any time by giving 6 weeks’ notice to the school in writing.
- b) In the event of a breach of these terms and conditions by the Hirer, the school may terminate the Let with immediate effect.

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| I have read and understood the above terms and conditions and agree to be bound by them | |
| | signed on behalf of the Hirer |
| | Date |
| | signed on behalf of the School |
| | Date |

Car Parking

Car parking areas are designated. For large functions the playground is used for this purpose and access is in **Crescent Road**. Cars **MUST** be parked in the school playground. **NO** access to parking via Hemington Avenue. The school does not accept responsibility for any loss or damage that may occur to vehicles that use its car park.

Please inform your guests in advance.

