



ST BARTHOLOMEW'S SCHOOL
Business and Enterprise College
Application for Hire of facilities in the
Lifelong Learning Centre



Company
 Contact Name
 Address

Telephone Fax Email

To hire the following accommodation:

State room
 required

Number of delegates attending

Please specify

Equipment specifications (eg Interactive white board, IT facilities including
 number of computer terminals, OHP, flip chart, TV/Video)

Please specify

Catering Requirements (eg sandwiches, buffet, vegetarian options - to be
 confirmed five working days in advance)

Indicate room
 layout
 specifications

Room layout requirements (eg board room, U shape, conference) and numbers of
 tables and chairs set out.

State purpose

For the purpose of

Insert date(s)
 and hours

To be held on

I hereby agree to hire and use the rooms/facilities/equipment in accordance with
 the School's regulations and charges and agree with the terms and conditions and
 the scale of charges in force for the time being

At a rate of £.....

I have read, understand and will observe and fulfil all the Conditions referred to
 overleaf and I fully understand the position concerning Insurance.

Signature **Date**

For Office Use
 COPIES

Date Issued

The account in respect of payment for the hire of the facilities/equipment specified
 should be forwarded to:

**Please return this form to Ms Felicity Way, St Bartholomew's School,
 Andover Road, Newbury, Berkshire RG14 6JP**

Tel: 01635 521255 Ext 279 Email: fway@stbarts.co.uk www.stbarts.co.uk

A deposit of £100 for commercial rate hire or £50 at community rate hire must accompany any
 confirmed booking.



ST BARTHOLOMEW'S SCHOOL
Business and Enterprise College



**SCHOOL LETTINGS CONDITIONS
FOR THE LIFELONG LEARNING CENTRE**

1. The Hirer agrees that all requirements relevant to the lettings will be complied with (including obtaining any necessary licence eg for the sale of intoxicating liquor) and that all personnel employed by the Hirer or involved in the activity concerned will be advised of these conditions.
2. In the event of cancellation of the booking the Hirer will be charged up to 25% of the total projected revenue up to four weeks before the event; up to 50% of the total projected revenue will be charged for cancellations within two weeks before the event and up to 100% of the total projected revenue will be charged for cancellations within one week of the event.
3. A deposit of £100 must accompany any confirmed booking at the commercial rate, or a deposit of £50 must accompany any confirmed booking at the community rate.
4. In the unlikely event that St Bartholomew's School has to cancel the booking the Hirer will be reimbursed any advance payments although St Bartholomew's School will not incur any other liability.
5. The Hirer must ensure that a responsible person will be present on the premises at all times during the period of the letting.
6. The Hirer accepts fully responsibility for any damage to or theft of St Bartholomew's School property occurring during the period for which the premises are hired.
7. Any additional cleaning undertaken by St Bartholomew's School staff which, in the opinion of the officers of the school, occurs as a result of the hiring outside the scope of the agreed hire charge will be charged to the Hirer at the appropriate rate.
8. St Bartholomew's School accepts no liability for the loss of personal property brought into or left in the premises during the letting.
9. St Bartholomew's School is a non-smoking environment. The Hirer, and those using the school premises under the same letting agreement, must respect this policy. If any damage is caused due to smoking the Hirer will be liable for any defect.
10. St Bartholomew's School is responsible for ensuring that the means of access or egress are safe for the use of the Hirers and that plant or equipment used by the Hirers is safe. It follows, therefore, from this that if the Hirer discovers a hazard in regard to access to school premises or the equipment to be used he/she should take action to make the Site Supervisor on duty aware of the hazard.
11. The Hirer agrees that no equipment will be used without approval and that the installation of the Hirer's equipment will be carried out by competent personnel. Electrical equipment must carry a current PAT test label.
12. The Hirer accepts that he/she should familiarise himself/herself 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 fire should also be studied and the information disseminated. The Site Supervisor will advise if required to do so.
13. The Hirer further agrees to indemnify St Bartholomew's School against all claims, actions and liabilities arising from the use of the premises by the Hirer apart from claims and actions arising through the negligence of the School, its servants or agents.

INSURANCE ARRANGEMENTS

1. There is cover under the St Bartholomew's School Public Liability Insurance insofar as injuries arising from a defect of the school premises or of the contents of the building are concerned. There is however no cover against any injury arising from any action or negligence of the Hirers. Hirers should note therefore that they must accept responsibility for suitable supervision and for taking out adequate insurance cover.
2. It is possible for a Hirer to take out a public liability policy with most insurance companies, either for a short period of a few days or, as is most usual, an annual policy. The minimum limit of indemnity for this type of policy should not be less than £1,000,000 and preferably £2,000,000. A copy of the certificate will need to be seen.
3. St Bartholomew's School would consider it desirable that any organisation operating regularly in any of its premises should have a continuing public liability policy to cover the possibility of claims arising out of all aspects of its activities.
4. Hirers should ensure that their public liability policy includes damage to premises under their control. It is not essential to take out a separate fire policy as any liability which could be proved against the Hirer when there is a fire would come under this policy.
5. At present St Bartholomew's School's insurance is covered with West Berkshire Council, Market Street, Newbury, Berkshire RG14 5LD. Hirers experiencing difficulties in obtaining cover to comply with the hire conditions should direct their enquiries to West Berkshire Council.

CONTACT THE SITE SUPERVISOR

A site supervisor on duty during the period of your letting can be contacted on 07721 305506.

PAYMENT – Hirers will be invoiced for the balance immediately after the event with the exception of long-term hirers (ten weeks or more) who will be charged half-termly. All settlements are required within ten days. Please make cheques payable to St Bartholomew's School. Any queries regarding the invoice must be referred to the accounts department within five working days of receipt.