



## ST BARTHOLOMEW'S SCHOOL

### Application for Hire of Facilities

#### Contact Information

Group/Organisation Name:	
Applicant Name:	Invoice Contact (if different):
Address:	Invoice Address:
Telephone Number:	Telephone Number:
Mobile Number:	Mobile Number:
Email:	Email:

#### Booking Information

Sports Hall	Dining hall	School Hall & Foyer	
Outdoor Sports Pitch – all pitches	Outdoor Sports Pitch – 1/3	Conference room: Sixth form centre	
Gym	Atrium	Conference room: R1	
Drama Studio	Classroom	Conference room: R2	
Dance Studio	Food Technology Room		

Purpose of Hire:	
Day/Date:	Start and Finish Times:
Estimated Numbers Attending:	
Equipment Required <i>eg PA system, changing facilities, piano, flipchart</i>	
Room Layout:	

***Catering facilities can be arranged on request***

**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 \_\_\_\_\_

**Please return this form to Jude Bowers, St Bartholomew's School, Andover Road, Newbury, Berkshire RG14 6JP      Tel: 01635 521255      Email: [jbowers@stbarts.co.uk](mailto:jbowers@stbarts.co.uk)**

A deposit of £50 must accompany any confirmed booking.

# ST BARTHOLOMEW'S SCHOOL

## SCHOOL LETTINGS CONDITIONS

1. The Hirer agrees that all requirements relevant to the letting 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. Three clear working days' notice is required in the event of the need to cancel a booking. If due notice is not given, the Hirer will be required to pay the full hire charge.
3. All lettings are provisional. School needs must take priority. In the event of a cancellation, every effort will be made to give a minimum of seven days' notice. The school cannot be held responsible for short notice being given due to emergency repairs or health and safety issues.
4. The Hirer must ensure that a responsible person will be present on the premises at all times during the period of the letting.
5. The Hirer accepts full responsibility for any damage to or theft of St Bartholomew's School property occurring during the period for which the premises are hired.
6. 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 and outside the scope of the agreed hire charge, will be charged to the Hirer at the appropriate rate.
7. St Bartholomew's School accepts no liability for the loss of personal property brought into or left in the premises during the letting.
8. St Bartholomew's School is a no smoking environment. The hirer, and those using the school premises under the same letting arrangement, must respect this policy. If any damage is caused due to smoking the hirer will be liable to any defect.
9. 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.
10. 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.
11. 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 a fire should also be studied and the information disseminated. The Site Supervisor will advise if required to do so.
12. 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.
13. The kitchen may be hired, in conjunction with the Hall. The facilities may be available, by prior arrangement, and will incur an additional charge. Liaise with St Bartholomew's School for details.
14. The school's Health & Safety Policy is reviewed by the Governing Body on an annual basis. A statement of general policy is published on the website [www.stbarts.co.uk](http://www.stbarts.co.uk)

### INSURANCE ARRANGEMENTS

- 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 some action or negligence by the Hirers. Hirers should therefore note that they must accept responsibility for suitable supervision and for taking out adequate insurance cover.
- 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 be not less than £1,000,000 and preferably £2,000,000.
- 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.
- 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.
- At present St Bartholomew's School's insurance is covered with Ecclesiastical Insurance Office, Beaufort House, Brunswick Road, Gloucester GL1 1JZ. Hirers experiencing difficulties in obtaining cover to comply with the hire conditions should direct their enquiries to Ecclesiastical Insurance Office.

**PAYMENT - Hirers will be invoiced immediately after the event, with the exception of long term hirers (ten weeks or more) who will be charged 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.**