



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 (please tick):			
Outdoor Synthetic Turf Pitch (whole)	<input type="checkbox"/>	Gym	<input type="checkbox"/>
Outdoor Synthetic Turf Pitch (2 thirds)	<input type="checkbox"/>	Dance Studio	<input type="checkbox"/>
Outdoor Synthetic Turf Pitch (1 third)	<input type="checkbox"/>	Drama Studio	<input type="checkbox"/>
MUGA (outdoor multi-use)	<input type="checkbox"/>	Hall	<input type="checkbox"/>
Grass Sports Pitch	<input type="checkbox"/>	Foyer	<input type="checkbox"/>
Fives Court	<input type="checkbox"/>	Hall & Foyer	<input type="checkbox"/>
Sports Hall	<input type="checkbox"/>	Luker Hub	<input type="checkbox"/>

Purpose of Hire:			
Booking dates (max 12 month booking) From:	To:	Is the booking term time only Y/N	<input type="checkbox"/>
Estimated Numbers Attending:	Start Time:	Finish Time:	
(please ensure timings include time to set up & clear away)			
Equipment Required:			
Room Layout:			

The school is not VAT registered but we are obliged to monitor our trading income. The letting of sports facilities is usually standard rated but can be exempt from VAT if either of the following applies. Please tick next to the applicable text:

<input type="checkbox"/>	The hirer is a school, club, association, organisation representing affiliated clubs, or constituent associations . The booking is for ten or more periods, with less than 14 days between periods.
<input type="checkbox"/>	The hirer is an individual who is going to take part in the activity involving family groups, or informal groups.

I hereby agree to hire and use the rooms/facilities/equipment in accordance with the School's regulations, charges and conditions overleaf. I confirm I have provided evidence of public liability insurance.

At a rate of _____ per hour/agreed fixed rate (delete as applicable).

Signature _____ Date _____

**Please return this form to Facilities, St Bartholomew's School, Andover Road, Newbury,
Berkshire RG14 6JP Tel: 01635 576342 Email: lettings@stbarts.co.uk**

A deposit of £50 must accompany any recurring booking. This £50 retainer will be held for the duration of the agreement in case of damage or non-payment. One-off bookings will require advance payment in full.

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, e.g. 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. Failure to comply with any of these requirements may result in early termination of the booking.
2. PAYMENT - Hirers will be invoiced at the end of each month. Any queries regarding the invoice must be referred to the accounts department within five working days of receipt. All settlements are required within ten days of receipt of invoice.
3. Three clear 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.
4. Priority must be given to school events. On occasion we may need to relocate hirers to a different space or cancel the booking. In the event of a cancellation, every effort will be made to give a minimum of five days' notice. The school cannot be held responsible for short notice being given due to emergency repairs or health and safety issues including severe weather.
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 full 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 and 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 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.
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 a 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.
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
15. Hirers are responsible for their own First Aid provision.
16. Hirers must act considerately towards neighbours, other hirers and School staff so as not to cause inconvenience, excessive noise, or to create a nuisance – this includes the use of foul language.

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 the contents of the building. There is, however, no cover against any injury arising from 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.
2. St Bartholomew's School requires that any organisation operating on of its premises should have a continuing public liability policy to cover claims arising out of all aspects of its activities. Evidence of this must be provided on initial booking, and renewal. The minimum limit of indemnity for this type of policy should be not less than £1,000,000 and preferably £2,000,000.
3. Hirers should ensure that their public liability policy includes damage to premises under their control.