College Road
Primary School

College Road Primary School Terms and Conditions for School Hall Hire

1. Bookings

- All bookings must be made in writing using the official School Hall Letting Application Form.
- Bookings are subject to availability and confirmation by the school.
- A deposit may be required to secure the booking.

2. Hire Charges

- Charges will be based on an hourly rate or fixed session cost, as outlined in the current hire fee schedule.
- Full payment is due 14 days before the event. Late payment may result in cancellation.

3. Cancellation Policy

- Cancellations made 7 days in advance will receive a full refund.
- Cancellations made with less notice may incur a cancellation fee or loss of deposit.

4. Use of Premises

- The hall may only be used for the purpose stated in the hire agreement.
- The hirer is responsible for ensuring the behaviour of all attendees and must comply with all school policies and instructions.
- Smoking, alcohol, or illegal substances are strictly prohibited on school grounds.
- The hirer agrees that only the school equipment/facilities specified on this form will be used.
- Kitchen facilities and facilities for the preparation of refreshments are not included in the hiring, unless prior consent for the use of such facilities has been given during the application process.

5. Access and Security

- The hirer must only access the designated areas and at agreed times.
- A responsible adult must be present at all times during the event.
- The school reserves the right to require a site supervisor (cost may apply).

6. Health & Safety

- The hirer is responsible for ensuring the safety of all participants.
- Emergency exits must be kept clear at all times.
- The hirer confirms that arrangements are in place with reference to First Aid. A first aid kit must be available on-site during the hire.
- The hirer undertakes to comply with the regulations regarding the use of own electrical equipment.
- The hirer should familiarise themselves with the fire alarm positions and establish exit routes.
- If there is a fire or the fire siren is activated – evacuate the building via the designated fire exits and maintain a safe distance. The muster point is in the playground next to the forest school.
- In the event of a fire, the fire service should be activated automatically, but you should call 999 as well – please then contact the caretaker on 07941 089526

7. Insurance

- The hirer is advised to take out appropriate public liability insurance.
- The school accepts no responsibility for damage or loss to hirers' or attendees' property.

8. Damage and Cleaning

- The hirer is liable for any damage caused to the premises or equipment.
- The hall must be left clean and tidy. Additional cleaning charges may apply if necessary.

9. Termination

- The school reserves the right to cancel any booking if the terms are breached or in unforeseen circumstances.
- No liability will be accepted for any losses incurred due to cancellation by the school.

10. Agreement

- By signing the letting application form, the hirer agrees to abide by these terms and conditions.
- The hirer agrees to abide by College Road Primary School ethics and ethos rules and regulations.
- The hirer is responsible for being considerate the community and neighbourhood and keeping noise to a reasonable level.

In an emergency please call the school Caretaker, Mr Lidstone on 07921 385499.