Uxendon Manor Primary School

Vista Way, Kenton, Harrow, Middlesex, HA3 0UX
Phone: 020 8907 5019 Fax: 020 8907 2367
Email: admin@uxendonmanor.com
Web: www.uxendonmanor.com
Headteacher: Mr J. R. Parry

Dear Hirer

HIRE OF PREMISES AT UXENDON MANOR SCHOOL

With reference to your recent enquiry, please find enclosed an application form for hire of the school premises. Please find enclosed Scale of Charges, Lettings Information page, Hirers Agreement Form, Hirers Public Liability Cover form and Conditions of Use. Please pay particular attention to the "Conditions of Use" and 'Insurance Cover' relating to letting.

Please return the **Hirers Agreement Form duly completed, together with £250 refundable deposit** to the school at the above address. These should be returned as soon as possible and not less than **35** days prior to the initial hire date, as all lettings must have the prior approval of the School Business Manager and Headteacher/Governing Body.

It is important that you indicate the exact dates and times you require, as the need for clarification may result in delay or loss of letting.

On confirmation of the booking, a final invoice will be sent to you and total payment must be received in **full** by the School 21 days prior to use. This will be for the total amount of your booking.

On completion of your event and once the school deems the premises have been left completely satisfactory the £250 refundable deposit which must be initially paid will be refunded to you. If the premises are not left in a clean, neat and tidy condition or have not been vacated at the correct allocated hire time the £250 deposit will be retained by the School.

If you wish to make an amendment or to cancel your booking, where possible, this must be done giving at least 7 school working days' notice. Where administration costs have been incurred the school will retain full or part thereof, of the deposit.

On very rare occasions it may be necessary for the school to cancel a booking. It is realised that this can be of great inconvenience so every effort will be given to notify you as soon as possible should such a situation occur.

Thank you for choosing to make your booking with Uxendon Manor Primary

Yours sincerely

Jon Parry

Mr J Parry
Headteacher

LETTING OF UXENDON MANOR SCHOOL PREMISES

SCALE OF CHARGES

Hirers will be charged at our hourly rate and not part thereof

ALL LETTINGS SUBJECT TO "CONDITIONS OF USE"

	HOLIDAYS- daytime (Monday – Friday) (8.00am – 4:00pm) Rate per Hour	EVENINGS (Monday – Thursday) (6.00pm - 10.00pm) Rate per Hour	WEEKENDS (Friday – Sunday) (8.00am - 10.00pm) Rate per Hour
THE MAIN HALL	£125	£125	£125
***The Main Hall Block Booking**	£65	£65	£65
THE DINING HALL	£40	£40	£40
CLASSROOM/S	£50	£50	£50
PLAYGROUND	£60	£60	£60
PLAYING FIELD	£60	£60	£60
THE STUDIO	£100	£100	£100
***The Studio Block Booking**	£50	£50	£50

*** Block Bookings are for a period of 10 sessions per term (2 hours per session)**

Parking on school grounds available for all functions at flat rate of £100

Other School equipment / resources may be available for hire on request.

All organisations hiring our facilities are required to provide a copy of their public liability insurance certificate.

All premises must be vacated promptly at the allocated hiring hour and left in a clean, neat and tidy condition.

Further details are available from School Office 0208 907 5019

or email lettings@uxendonmanor.com

LETTINGS INFORMATION

MAIN HALL

Seating capacity: 300 people

Standing capacity: 500 people comfortably

Chairs available in hall: 200

Tables available to seat in hall comfortably: 24 (6/8 Can be seated at each table)

THE USE OF HELIUM BALLOONS IS STRICTLY PROHIBITED AS THEY TRIGGER OFF ALARM SYSTEMS

WE DO NOT ALLOW ANY FIXTURES BEING ATTACHED TO THE WALLS USING DRAWING PINS OR STICKY TAPE THAT CAUSES PEELING

UXENDON MANOR PRIMARY SCHOOL
HIRES AGREEMENT FORM
(Please return to lettings@uxendonmanor.com)

APPLICATION INFORMATION			
Name of Hirer (person/association)			
Address of Hirer		Mobile Number	Email address
Organisation			
Attendees	Adults:	Children:	Total:
Single Booking:	Date:	Start time:	End time:
Time required	**Access time ……Finish access time ……** **Start time of event …… Finish time of event ……**		
Block Booking:	Frequency/Days (e.g. Weekly, Monthly)		
	Start date:	End date:	
	Start time:	End time:	

The start and finish time you have stated will be the time you arrive/depart. You may not start or continue your function outside these times

☐	The Main Hall	☐	Playground
☐	Dining Hall	☐	Playing Field
☐	Classroom(s)	☐	The Studio

EQUIPMENT REQUIRED (Enter quantity)	
Chairs _____	Other (Please state):

CONDITIONS OF USE

SMOKING IS NOT ALLOWED ON SCHOOL PREMISES

Alcohol **cannot** be consumed on school premises without prior permission by the Headteacher/ Governing Board.
*If you wish to bring alcohol onto the premises for the sole function please indicate in the box by tick ✓ ☐
(if this box is not ticked and signed in both places then alcohol with **NOT** be permitted onto the school premises)

I will not sell alcohol on the school premises.
I will not allow underage drinking to children under 18 years during the hire, on the School premises.
In the event of any verbal or physical abuse to any member of the Uxendon Manor Staff by any persons attending my function, I understand that the School reserves the right to cease the letting and take legal proceedings.
I hereby acknowledge that I have read and understand the 'Conditions of Use' which I have retained, which solely govern the provision of all services supplied by the Authority and I agree to be bound by such conditions.
Uxendon Manor School reserves the right to cease the letting immediately if the hirer breaches the 'Conditions of Use'

Signed: ……..…… Name (please print clearly): ……..……..……

I wish to book Uxendon Manor School premises as above and enclose a £250 refundable deposit. I understand that my deposit in full or part thereof will be retained by the school if the premises are not left in a satisfactory condition or not vacated at the correct allocated hire time.

Please provide the following items with this form:

1. Deposit for £250 (bacs payment/bank transfer),account Uxendon Manor Primary, Barclays, Account: 70184918, Sort Code: 20-92-60
2. Public Liability Insurance certificate,
3. Copy of Safeguarding Policy (if your organisation/event involves children under 18)

Signed : …… Name (print): ……..…… Date: ……..

UXENDON MANOR SCHOOL
HIRING OF SCHOOL PREMISES
CONDITIONS OF USE

The use of Education premises is permitted under the following conditions, which may change from time to time. Any reference to the Department of Education Services includes the Governing Body and the Headteacher. The Lettings Administrator is acting as an agent of the Schools Governing Body.

GENERAL CONDITIONS

1. The Hirer who must be over 18 years of age must sign the Application Form. Both the Hirer and Guarantor, who both must be over the age of 18 years, must sign the Insurance Cover.

2. Payment for hire must be paid not later than 21 days prior to the date of proposed use, remittances to be sent and BACS payment to be made. Bank Details
Name: Uxendon Manor Primary Bank: Barclays Account No: 70184918 Sort Code 20-92-60

3. The hirer shall be entitled to cancel the proposed letting and to the return of any appropriate fees paid to the School if written notice is received by Uxendon Manor Primary School at least seven school days prior to the proposed date of letting. If written notice is received less than seven school days before the proposed date by the School, the letting fee shall not be refunded. If the School cancel any letting, the fee shall be refunded.

4. The School reserves the right to:

a. Cancel the letting any time without reason and, in such event, shall not be liable for damages or otherwise in respect of such cancellation.

b. Cease the letting if the hirer fails to comply with the fire and health and safety regulations.

c. Cease the letting immediately if the hirer breaches the Conditions of Use.

5. The hirer shall not assign or sublet the premises or any part of the premises.

6. Authorised Officers of the School may enter the premises at any time for any reason during the period of letting.

7. The hirer is responsible for the area of the premises hired and access and egress routes for the period of hire

8. It is the responsibility of the hirer to ensure that the accommodation used is left in a clean, neat and tidy condition. If in the opinion of the Site Supervisor the premises are not left clean, the Site Supervisor will clean the premises and the cost will be recovered from the hirer and or the paid 'refundable deposit' retained by the school.

9. When classrooms are hired for use the hirer will be responsible for ensuring that pupil's property, work and school equipment is not interfered with in anyway.

10. Any damage, litter or disorder upon your arrival to the premises should be reported to the Site Supervisor on site and later to the School Business Manager.

11. When you specify the time required on the application form, please include the preparation time and clearing up time you require.

12. The premises may normally be used only between:- 6.00pm to 11.00pm Monday – Friday inclusive 8.00am to 11.00pm Saturday 8am to 11.00pm Sunday

13. The School's Code of Conduct for staff forbids employees from accepting cash from individuals or organisations. Please ensure that no such offers are made to staff as refusal to accept may cause offence. Any small gifts of appreciation may be passed to the appropriate member of staff via the School Business Manager.

14. No intoxicating liquor shall be included in the refreshments provided for any function held at the school, without prior permission of the Governing Body and the application form signed duly requesting this permission.

15. The Hirer shall not sell intoxicating liquor on the premises without the written consent of the Governing Body. The hirer shall previously obtain any necessary licences and approvals, which shall be produced, to the School who shall forward these onto the Council for consideration prior to the date of hire.

16. The appropriate hiring charge includes the use of any fixed stage lighting. No adaptations, modifications or additions may be made to any part of the electrical installations without the previous consent in writing of Uxendon Manor School. Any alterations and additions as may be authorised shall be carried out in accordance with the directions and to the satisfaction of the School and shall be reinstated forthwith at the expense of the hirer to the School's satisfaction.

17. No additional staging, curtaining or scenery may be erected without the previous consent in writing of Uxendon Manor School and any such alterations and additions as may be authorised shall be carried out in accordance with the directions and to the satisfaction of the School and shall be reinstated forthwith at the expense of the hirer to the School's satisfaction. All curtaining or scenery shall be rendered non-flammable. Stage scenery and other effects must neither be brought on to the School premises, nor taken away while the premises are in normal use. Storage facilities cannot normally be provided. Any property not so removed by the hirer may be removed by the School at the hirer's risk. The cost of such removal, together with the School's storage charges being recoverable from the hirer.

18. Bills of announcement of meetings or any form of advertising of forthcoming events taking place in the School premises may only be displayed on School premises only by agreement with the School Business Manager.

19. All public announcements of any function or event for which the hiring is made and all admission tickets and other documents issued in connection therewith shall contain in a conspicuous position the name and address of the hirer and the purpose of event.

SITE SUPERVISOR DUTIES IN CONNECTION WITH LETTINGS

20. The Site Supervisor on duty is the School's Officer supervising your letting.

21. The Site Supervisor on duty is responsible for making sure before and at the end of the letting that:

a) the premises are open at the agreed time as stated on the application form or subsequently approved by the School
b) unlock the room(s) to be hired and check that the accommodation to be hired is in a safe and satisfactory condition for the organisation to hire. The security alarm system will be set to 'local' arrangements for the area(s) not being let
c) to ensure the security of the site at all times while the letting is taking place. To regularly patrol the premises and monitor the entrance(s) being used. All other entrances will be kept locked and made suitable for means of escape purposes only
d) to check the premises before and at the end of your letting (with a representative from the group) for damage and to ensure that the premises have been left in a clean and tidy condition
e) where the same accommodation is hired by more than one group on the same day, to ensure that the accommodation is checked in between each letting
f) to ensure, as far as practicable, that users of the site do not behave in a manner likely to cause injury to themselves or others or result in damage to the buildings or contents
g) to ensure that users of the site are provided with instructions on how to evacuate in the event of an emergency.
h) in the event of an emergency, telephone for assistance (e.g. ambulance, etc.) and assist the organisation(s) on the school site
i) to remain on the school premises throughout the duration of the let

IMPORTANT NOTE

22. The Site Supervisor is not allowed to change the starting or finishing time of a letting or to change any of the Conditions of Hire without first advising the School Business Manager.

HEALTH AND SAFETY

23. There will be **NO SMOKING** on the School Premises.

24. Permission to use the premises will not be granted if in the opinion of the School it is likely that the occupation would create unreasonable disturbance or inconvenience to the residents in the neighbourhood or interferes with any existing occupation or with school activities.

25. The hirer must secure the preservation of the law and order and take all reasonable steps to prevent injury, loss, or damage to any person or property on all occasions during the hire.

26. The hirer must arrange for an adequate number of stewards to be present throughout the period of hire to assist in the preservation of order. At no time during the hiring may the number of persons present exceed the maximum stated in the application form or stipulated in the acceptance.

27. The hirer is responsible for arranging any first aid provision for their organisation's members whilst on the premises.

28. Where permission has been granted to enable the premises to be used for the purposes of a youth organisation no member of the organisation may enter the premises unless the hirer (or deputy previously notified to Uxendon Manor School) is present on the premises and members of the organisation may remain on the premises only as long as the hirer or his deputy is present on the premises.

29. Uxendon Manor has a zero-tolerance attitude towards violence, abuse or harassment from the hirer or any member of the party. Violent, threatening or abusive behaviour including shouting and swearing will not be tolerated. The person acting in such a manner will be asked to leave the premises, and the person will be prohibited from any further hiring at the school.

ADDITIONAL FACILITIES

30. Chairs and tables located in the hall is included in the hiring charge. No chairs and tables may be removed for use on playing fields or playgrounds.

31. The School must be advised if food will be brought on to the premises. The kitchen, including cookers, worktops, sinks and floors must be left in a clean condition.

32. The use of the School PE equipment is not permitted

33. The use of school facilities, such as audio visual equipment, computer equipment, etc is not allowed unless approved in writing by the School.

34. The use of School playgrounds for car parking by hirers is subject to the approval of the School. The parking of vehicles will not be permitted on any service road or approach drive where such parking would impede the easy passage of emergency services or obstruct resident's driveways. Cars are parked in the school playgrounds at the owner's risk.

35. If you require the use of a playground or playing field you must book this facility and state your reasons for use. A charge will be made for this use.

36. The use of school playground equipment is not allowed.

37. The use of a preparation or material for the purpose of preparing a floor for dancing is not allowed as they can make the floor dangerous for normal use.

INSURANCE COVER

Please ensure you indicate on your application form the accommodation that you wish to hire for insurance purposes.

38. The School has arranged adequate insurance for its property and Public Liability Insurance against injury, loss or damage caused to third parties or their property.

39. Public Liability Insurance must also be arranged by hirers to protect them against claims of this nature, which may be made against them by the Council, School or other third parties.

40. Where the hire is a private function and the hirer is a private individual separate public liability insurance is not required.

COPYRIGHT AND PUBLIC PERFORMANCES LICENCES

41. The requirements in connection with the issue of Licences for public dancing, music or any public entertainment must be strictly fulfilled. A copy of the licensing regulations can be obtained from the Department of Education Services. A hirer who is organising entertainment for children must have regard to the requirements of Section 12 of the Children and Young Persons Act 1933.

42. No musical works in the repertoire of the Performing Rights Society may be performed in public on the premises except on payment to the Society of the appropriate fee, this fee to be paid in the first instance to the Department of Education Services. It is the responsibility of the hirer to ascertain whether works to be performed are in the repertoire of the Performing Rights Society. A list of works included in the repertoire is obtainable on application to the Secretary of the Performing Rights Society Ltd, 29/33 Berners Street, London W1

43. No lecture, play, opera, dramatic, musical or other work in which a copyright subsists shall be delivered or performed on the premises unless the consent of the owner of the copyright has been previously obtained by the hirer and all the necessary fees paid. No performance of any recording on disc or tape, etc in which any copyright subsists shall be given on the premises unless the previous consent of Phonographic Performance Limited, Ganton House, 14-22 Ganton Street, London W1U 1LB. Telephone No: 020 7437 0311, or other owner of the copyright has been obtained by the hirer and all necessary fees paid. The hirer must make his own enquiries as to the existence of any such copyright as aforesaid.

44. The hirer and guarantor shall indemnify and keep indemnified the School, from and against all costs and claims and demands, which may be made against the School for any breach or infringement of copyright.

45. The use of film projector with non-flammable films may be permitted subject to the approval of the Department of Education Services of the type of projector and to any conditions prescribed by the School and other appropriate authorities as precautions against fire and panic.

ADMINISTRATION FEE

46. In the event of an amendment, alteration or cancellation to the hire agreement, by the hirer for the day of hire an administration fee of £25 may be charged by the School.

DEPOSITS

47. A deposit will be requested for lettings.

48. The deposit will not be returned should a breach of any term or condition or cancellation of the letting by the hirer or organisation. The School reserves the right to retain the deposit for any damage, loss, cancellation, amendment or alteration

DAMAGE

49. The hirer agrees to pay to the School on demand the cost of repairing or making good any loss or damage (fair wear and tear to the School's furniture, fixtures and fittings) arising out of or incidental to the hiring.