



St Blaise CE Primary School Hall

Conditions of Hire

Thank you for expressing an interest in hiring St Blaise School Hall. As the person making the booking, you are deemed to be the Hirer and are responsible for the supervision of the room(s) and for the care of its 'fabric and contents' during the period of your hiring. The Governors of St Blaise Church of England Primary School are keen to reduce the risk of accidents and provide you with a safe environment in which to hold your event. To help us achieve this goal, you must read the following Conditions of Hire and sign the Hire Agreement Form to confirm that you will comply with the rules and conditions.

School Administrator: Mrs Caroline Bradbury Tel: 01235 831368

Caretaker: Mrs Caroline Burgess Tel: 07979 805547

1. Hiring Times

Function Hours 8.00am - 10.00pm

Events finishing by midnight may be considered by special arrangement.

Please note: The hall is unavailable during school hours. Please discuss with the Booking Secretary for further clarification.

2. Charges

Charges (rounded up to the nearest ½ hour including set-up time)

Hall - £12.00 per hour

This includes use of toilets, cloakroom area, and kitchen

Discounts may be available at the discretion of the Booking Secretary or Governors for charity, all day. Charity hire fees maybe reduced or removed at the discretion of the Governors.

3. Bookings and Payment

- I. Information about Hire Charges is available from the Booking Secretary.
- II. Bookings can be made via the School Administrator (Booking Secretary) between 9.30am and 3.30pm term time only.
- III. Bookings and full payment should be made at least 7 days in advance and can only be accepted as provisional until receipt of the official booking form and full payment.
- IV. For block bookings, full payment should be received for all sessions being booked.
- V. After a booking is confirmed, a Confirmation Notice will be sent in the post/e-mail, and in the name of the Hirer.
- VI. 7 days notice must be given to cancel a booking. Where a booking is cancelled and it is not possible to re-let the centre the governors reserve the right, at their discretion, to retain the hire charge.

4. VAT Payments

I. Sporting activities may incur VAT with the exemption of a series of Lets where the following conditions are met.

II. The series of lets must be to either:

- a. a school,
- b. a club,
- c. an association, or
- d. an organisation representing affiliated clubs/constituent associations (e.g. a league).

III. The series of let's must not be to a commercial organisation

IV. The series must be at least 10 lets booked in advance.

V. Each let in the series must be for the same type of activity at the same location, although different pitches, courts, etc at the site are allowable.

VI. The interval between each let must be at least one day and no more than 14 days. The dates should be set at the time of booking. The 14 day interval cannot be extended to take account of school holidays.

VII. Payment must be made by reference to the whole series and this must be evidenced by a written agreement.

VIII. Payment does not have to be made in advance, but all sessions must be paid for, regardless of whether the facility is actually used. The only exception to this is where the facility is unavailable due to unforeseeable circumstances. This includes adverse weather or vandalism, but excludes use for meetings, etc.

IX. The hirer has exclusive use of the facilities during the periods of hire.

X. If any of the criteria for the series of lets are not met, then the entire series becomes taxable. It is up to the hirer to prove that they meet the first of the criteria above – so hirers should be requested to forward a copy of their articles / Tax Manual 118 June 2015 memorandum of association or constitution, which should be kept with the appropriate booking forms.

XI. If the hirer only provides proof after the series of lets has started, it is still possible to backdate the exemption to cover the whole series, provided that: - the series of lets meets all of the other criteria for exemption; and

XII. any document provided as proof of eligibility predates covers the full series of lets; and

xiii. all let's have taken place, and all tax invoices issued, within the last four years HMRC are currently reviewing their interpretation of what constitutes a club or association for these purposes and this manual will be amended once this has been completed.

5. Maximum Allowable Attendances

The Governors approved limit for functions due to Health and Safety and Insurance reasons is as follows:

School Hall

- I. Seated 80 people
- II. Non-seated - 120 people
- III. Any change in these numbers should be discussed with the Booking Secretary to ensure Health and Safety Regulations or Insurance Terms are not breached.
- IV. There are 12 tables, 24 benches and 60 chairs available. These must be requested prior to hire and all furniture used must be wiped clean and returned to the relevant area.

6. Conditions of Hire

- I. The Hirer, not being a person under the age of 25, hereby accepts responsibility for overseeing, and on, the premises always during the period of hire, and for ensuring that all conditions, as specified herein, relating to the management and supervision of the Hired room(s) are met.
- II. The Hirer shall, during the period of the hiring, be responsible for: supervision of the Hired room(s), the fabric, and contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the Hired room(s) whatever their capacity. As directed by the Governors, the Hirer shall make good or pay for all damage (including accidental damage) to the Hired room(s) or to the fixtures, fittings, or contents and for loss of contents.
- III. The Hirer shall not use the Hired room and kitchen for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the Hired room(s) or allow the Hired room(s) to be used for any unlawful purpose which may render invalid any insurance policies in respect thereof.
- IV. The Hirer shall be responsible for the supervision of car parking arrangements to ensure maximum safety and minimum obstruction to the surrounding area. There is space onsite for up to 14 cars. Any additional cars can potentially be parked on the netball courts with prior permission of the governors. If parking locally the hirer needs to make sure everyone attending is considerate that the school is based in a residential area and parks accordingly.
- V. The Hirer shall ensure any noise produced by their function does not cause nuisance to persons or residents nearby.
- VI. The Hirer should note that it is illegal to smoke on any part of the site including outside.

VII. The Hirer shall ensure that everyone in attendance is aware that chairs, tables, and any other objects brought into the Hired room(s) must not be dragged across the floor.

VIII. No alterations or additions may be made to the Hired room(s), this includes sticking items to the walls.

IX. The Hirer shall be responsible for leaving the Hired room(s) in a clean and tidy condition and ensure that all contents are left in the position occupied before the hiring. Failure to leave the Hired room(s) clean and tidy may incur a cleaning charge.

X. The Hirer is responsible for the safe disposal of all waste which must be removed from site by the hirer.

XI. The booking may be terminated, without notice, if the Hirer breaches any of the stipulations and conditions outlined.

XII. The premises shall not be used for any purpose or event which does not uphold fundamental British values as defined within the Counterterrorism and Security Act 2015. The hirer will not seek to express or allow any individual in their organisation to express radical or extremist views.

XIII. The laying of any composition or other preparation on floors is prohibited.

XIV. No screws or nails shall be driven into the premises or furniture and no placards shall be affixed to any part of the premises. Those responsible for the hire of the premises shall prevent anyone sitting or standing on the chairs, tables or equipment or fixing anything to the walls with blu-tack or equivalent. Bubble machines and spray foam will damage the polish and make the floors slippery - they are not to be used. Smoke machines are not permitted as they will set off the fire alarms.

XV. The Hirer shall undertake not to infringe any copyright and shall undertake to indemnify the council against all proceedings, actions, claims, and demands which may be taken or made against the council for any alleged infringement of any copyright.

XVI. The mats, Worship stand, and piano can be moved, but only by prior agreement with the school

XVII. The Hirer must ensure that adequate supervision is always available and see no unauthorised persons are permitted to enter the premises. School equipment is not to be used. All security and fire precaution measures must be adhered to.

XVIII. As it is not possible to lock the fire doors between the hired room(s) and the rest of the school building, then a school staff member will need to be on site for the duration of the hire period for security reasons. However, any persons attending the event in the hired room(s) must not enter the school building other than in the case of an emergency.

7. Safeguarding and Child Protection (Excludes events where children are accompanied by their parents)

The Hirer, when providing a service involving children undertakes to ensure:

- I. All staff or volunteers will be made aware of the Oxfordshire Safeguarding Children's Board child protection procedures and the DfE guidance (2021) 'Keeping Children Safe in Education' and are familiar with, and agree to follow, the expectations of both this guidance and the Oxfordshire area procedures.
- II. Recruitment checks are undertaken on any adult using the premises. (This should include enhanced DBS checks on all those likely to have unsupervised contact with children and young people and a requirement that any allegation about inappropriate behaviour from any adult, employed or volunteering for the Hirer is referred to the Oxfordshire Designated Officer for investigation). This is in addition to the Hirer's liability in respect of health and safety concerns.
- III. The Governors reserves the right to be given a copy of the Hirer's Child Protection Policy.
- IV. If you have any concerns regarding radicalisation or child safety, please phone the MASH (Multi-Agency Safeguarding Hub) 0845 050 7666
- V. It is best practice to have a first aider present at events and especially block bookings.

8. Licences

- I. The Hirer shall ensure that all licences required by law are held for activities to be conducted in the hired room(s).
- II. The Hirer will indemnify the Governors against any infringement of licences.
- III. Alcohol may not be sold on the premises without the appropriate licence.
- IV. Sums of money, which the Governors are liable by reason of infringement, will be met in full by the Hirer.
- V. An Entertainments Licence application form can be downloaded from:
www.whitehorsedc.gov.uk

9. Heating

The heating will be set in advance of any hiring in the winter months.

The Hirer shall ensure that:

- I. No heating appliances are brought into the Hired room(s) or used without the prior written approval of the Governors.
- II. Portable Liquefied Propane Gas [LPG] must not be brought into the Hired room(s) or used at any time.

10. Fire Safety

Assembly Point: Main School Play Area (at the rear of the school)

- I. The Hirer shall familiarise himself/herself with the layout of the Hired room(s), the location of fire safety appliances and instructions for their use. Our school policy is to 'get out and stay out' in the event of a fire.
- II. The Hirer shall comply with all conditions and regulations made in respect of the Hired room(s) by the Fire Authority, Local Authority or otherwise.
- III. The Hirer shall ensure that all means of exit from the Hired room(s) are kept clear from obstruction and immediately available for public exit.

Emergency exit signs are placed in three areas of the hall as follows:

1. The main exit is via the fire doors, adjacent to the main entrance of the school
2. There is another emergency exit, next to the kitchen. Exit past the kitchen, turn right and then go straight out of the fire doors.
3. The final exit is at the far end of the hall, adjacent to the main school building. Exit through the door, turn right and head straight out of the fire exit. Turn right and walk along the path to reach the assembly point in the main school play area.

The Hirer will ensure that people using the Hired room(s) are aware of the emergency exits, the location of the assembly point, what to do in the event of a fire and a reminder to leave the building via the closest emergency exit.

- IV. The Hirer should be aware of the needs of disabled people and must reassure them in advance and make them aware of the arrangements for exit from the Hired room(s) in an emergency.
- V. The Hired room(s) are fitted with smoke detectors. 'Artificial Smoke' must NOT be used in the Hired room(s) as fire detectors are activated. The governors will not be held responsible for any resulting inconvenience.
- VI. The Fire and Rescue Service shall be called to any outbreaks of fire, however slight, and details shall be given to the Governing Body.

11. Lost Property

I. Property left in the Hired room(s) will be retained for two months, then if of any value it will be reported to the police. If it is not claimed, it will be donated to charity. If the property is not of any value it will be disposed of.

12. Exit Checklist

When leaving the Premises the Hirer shall ensure that the following checks have been made:

- I. All tables, worktops and surfaces that have been used for food or drink have been washed and wiped dry.
- II. That all tables and chairs have been returned to the store cupboard and been correctly stacked and all other items have been returned to where they were found.
- III. All water heaters have been turned off and that all taps are off (remember the toilets, including the disabled one).
- IV. All lights have been switched off.
- V. All equipment has been properly shutdown and cleaned.
- VI. All exit doors, including the emergency exits, windows and skylights are properly secured.

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