



# St Joseph's Catholic Primary School – One-Off Hire Agreement

**Please complete and return this form to:**

**Mrs Nicki Covey, Office Manager, St Joseph's Catholic Primary School, Hazelgrove Road, Haywards Heath, West Sussex, RH16 3PQ Tel: 01444 452584 email:ncovey@stjosephshh.org.uk**

**Upon receipt of this form an invoice and declaration will be sent to you. Payment will be required 14 days prior to the event together with a holding deposit cheque of £70.00**

## APPLICATION FOR HIRE PLEASE COMPLETE ALL SECTIONS IN CAPITALS

Scale of Charges		If booking an entertainer etc, it is the responsibility of the hirer to ensure that this person has a minimum public liability of £5 million.
Hourly rate	£22.00	
Morning 8am-12 noon	£75.00	
Afternoon 1pm-5pm	£75.00	
All Day 8am-6pm	£130.00	

Name of Hirer/Group/Club/Association	
Address	
Postcode	
Name of person responsible for the hire	
Telephone number	
Mobile number	
e-mail address	

Description of event	
Date	
Start time <i>[to include time required to set up]</i>	
End time <i>[to include time to clear up]</i>	
Approximate number of people expected <i>[not to exceed 100 at any one time]</i>	



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## Conditions of Hire

1. The Hirer shall satisfy themselves that the facilities to be hired are suitable for their purpose.
2. The use of the premises must not interfere with the proper working of the School or impair its efficiency.
3. The contract for the hire of the premises between the Hirer and the Governors of the School shall take effect only upon written acceptance of the application on behalf of the Governors being posted or handed to the Hirer.
4. The Hirer shall be advised of the hiring fees on completion of the Application for Hire Form. Hirers will be invoiced in advance and payment is due 14 days prior to the event.
5. Charges will be reviewed at the beginning of each financial year.
6. In the event that the Hirer cancels the hiring, the following fees shall be repayable to the Hirer, less any expenses incurred,
  - not less than 42 days notice of cancellation – 75% of fees
  - not less than 28 days notice of cancellation – 50% of fees
  - less than 28 days notice of cancellation – no refund

Governors reserve the right to use their discretion in relation to point 6 of these conditions.

7. The Hirer shall indemnify the Governors of St Joseph's Catholic Primary School against all claims for damages, compensation and/or costs in respect of:
  - (i) bodily injury or illness to Third Parties, and/or
  - (ii) damage to Third Party property caused by or arising out of or being incidental to the Hirer's use of the premises
8. The Hirer shall be responsible for loss or damage to the School premises and its contents.
9. The Hirer shall be responsible for protecting the security of the school premises. The intruder alarm should be disabled on arrival and the premises must be secured and the alarm reset on departure. Both gates must also be locked unless the premises are occupied. The Hirer will be advised of a contact number in case of emergencies.  
**A KEY HOLDER WILL NORMALLY DISABLE ALARMS/LOCK GATES FOR A ONE-OFF HIRE**
10. Each Hirer is loaned a key which must be held securely: if it should be lost the school must be informed immediately and a charge will be made for a replacement (please note that this charge would include for lock replacement and a new set of keys). **A KEY WILL NOT NORMALLY BE LOANED FOR A ONE-OFF HIRE**
11. The Hirer shall be responsible for obtaining and complying with any necessary licences and for complying with all necessary legislation, including DBS clearance if necessary and abide by the school's Children Protection & Safeguarding which can be found at: <https://thegvoffice.com/public/sls-stphilip/ea3ba2e3-b77c-4b59-8b4e-32fa30a818ae>
12. The Governors do NOT hold licences for (a) public dancing, music or any other public entertainment and (b) public performance of plays. The Hirer shall be responsible for obtaining any licence required from Mid Sussex District Council and shall produce the licence for inspection prior to the hiring date.
13. The Hirer shall be responsible for complying with the terms of any such licence. The Hirer shall be responsible for complying with the legislation relating to copyright in relation to the hiring of the Performing Rights Society Limited and Phonographic Performance Limited concerning the performance respectively of musical work and sound recordings on the premises. The Hirer indemnifies St Joseph's Catholic School against any breach of this condition.



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14. If the Hirer intends to apply for a Justices' Occasional Licence for the sale of intoxicating liquor, then the written approval of the Governors shall first be obtained. The Hirer shall be responsible for ensuring compliance with the provisions of the Licensing Acts.
15. The Hirer shall be responsible for ensuring that any gaming or lottery, which takes place on the School premises, complies with the relevant legislation and is in line with the School's ethos.
16. Use of the premises is limited to the hall and necessary facilities such as toilets. Car parking is permitted in designated areas on the School premises subject to availability. The School will not take any responsibility for theft or damage to vehicles parked on the school's grounds. The outside area is prohibited therefore the School accepts no liability for persons entering this area (playground & woods).
17. Where permission is given for the use of kitchen areas, the Hirer shall be responsible for the condition of preparation tables, water heater and wash up sinks. The dishwasher, cooker and microwaves must **not** be used. The Hirer shall be responsible for the provision of crockery, glasses, cutlery and cleaning materials. On no account may foodstuffs stored in the kitchen be used by Hirers.
18. A defibrillator is located in the main hall and can be used by the Hirer in the event of an emergency. It is the responsibility of the Hirer to ensure that the School is informed on the next working day if it has been necessary to use the defibrillator so that replacement pads can be ordered.
19. The Hirer is responsible for the preservation of good order during the hiring and be respectful of neighbours. The Hirer shall at all times provide an adequate number of stewards who shall be present throughout the hiring.
20. The Governors reserve the right to require the Premises Manager to be in attendance for the preservation of good order and safety and to recover from the Hirer any additional expenses incurred as a result of this condition.
21. The wearing of nailed or stiletto-heeled or other unsuitable footwear in indoor areas is prohibited.
22. No nails or screws shall be driven into the walls, floors, ceilings, furniture or fittings, and no placards shall be affixed to any part of the premises.
23. The laying of composition or other preparation on School floors is prohibited, save with the prior written approval of the Governors.
24. No smoking is allowed on any part of the School premises or grounds.
25. School furniture (other than chairs in the hired accommodation) and equipment shall not be moved except by prior arrangement.
26. Any alteration or addition to the School lighting or electrical heating systems is strictly forbidden, except with the written consent of the Governors. Consent may be subject to conditions, which the Hirer will be required to observe.
27. The Hirer will be responsible for providing any first aid facilities and first aiders that they deem necessary in accordance with the Health and Safety (First Aid) Regulations 1981.
28. No event shall extend beyond the hiring period and the Hirer shall completely vacate the premises and grounds by that time, unless special arrangements have been agreed on behalf of the Governors.
29. After use, the Hirer must leave the premises in a clean and tidy condition, the Hirer's property removed, and all appliances switched off and lighting extinguished. The Governors reserve the right to recover from the Hirer any additional expenses incurred as a result of non-compliance with this condition. For the avoidance of doubt, this responsibility will include the toilet provision.



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30. The Governors reserve the right to cancel any hiring without notice if: -

- (i) the accommodation will, due to circumstances outside their control, be unavailable for the hire period, for reasons such as essential maintenance work and other circumstances outside of the School's control
- (ii) Force majeure
- (iii) the Hirer has failed to disclose material information concerning the proposed hiring, or
- (iv) there are reasonable grounds to conclude that the Conditions of Hire may be breached to a material extent.

31. In the event of (i) and (ii) all hiring fees will be refunded to the Hirer, but the Governors shall have no further liability to the Hirer. In the event of (iii) and (iv) any refund of hiring fees shall be at the discretion of the Governors.

32. The Governors reserve the right to enter the premises at any time, for its members, officers, and authorised personnel.