

## TERMS AND CONDITIONS OF USAGE FOR SCHOOL PREMISES

1. There will be at least one week's notice for any cancellation of a booking made by the hirer.
2. Payment of the appropriate charges will be made on demand.
3. If in attendance, caretakers will give reasonable assistance, within the terms of their employment, to hirers.
4. If the caretaker is in attendance and the hirer provides additional personnel to prepare for a letting, these personnel shall be subject to the general direction and control of the caretaker.
5. The premises will be left in good order and vacated not later than the time booked. No use of the premises shall continue beyond 10.00pm save in exceptional circumstances, where the Governors have agreed to extend the period.
6. A hirer must not sub-let to another party.
7. (a) No intoxicating liquor will be brought on to or consumed on the School premises except at functions organised by a body or bodies which the Governors of the School shall have approved.  
  
(b) Where a licence for the sale of intoxicating liquor is necessary for a function the responsibility for obtaining such a licence is solely the user's.
8. No preparations are to be applied to the floor.
9. Seating accommodation in the rooms booked may be used, but the hirer must make his own arrangements for any additional chairs, tables, etc., required for the letting and for removing them before the School re-opens on the following day.
10. In the case of lettings for music, singing, dancing or stage plays, the entertainment must be for a closed organisation such as a society or club or by invitation only.

**NOTE:** All other entertainments are classified as public entertainments, in which case there exists a statutory requirement that the School must be properly licensed. The School does have a licence and any proposals to use the college for a public event must conform to the terms of this licence.

11. There must be no infringement of copyright, and in the case of musical entertainment the requirements of the Performing Rights Society must be fulfilled.
12. All losses or damage however caused and of whatever nature to School premises or equipment, whether provided by the School or any other body or person, shall be the responsibility of the hirer. Hirers shall ensure that they have adequate insurance arrangements to cover their responsibilities. These should include appropriate public liability insurance, evidence of which must be submitted to the School on request.
13. Smoking is not allowed on the premises and it is the duty of the hirer to ensure that it does not take place.
14. Cinematograph films may be shown only on condition that they are 16mm non-inflammable films, and that every reasonable safety precaution is taken.
15. The use of the premises for the following purposes is at the discretion of the Governors:
  - (i) Functions of a commercial nature for private profit.
  - (ii) Livestock shows.
  - (iii) As Committee Rooms for a candidate at an election.
16. Hirers will have access only to the particular room(s) let to them, including where it is practicable the use of a cloakroom and WC accommodation. In no case is access permitted to any other part of the premises including particular accommodation set aside for specific use of staff.
17. Any dispute on the use of School facilities or equipment out of normal School hours shall be settled by the School Governors.
18. Power of Revocation
  - (a) The Governors reserve the right to revoke, without notice, any contract for the hire of School premises.
  - (b) Governors, or any employee of the Governors so authorised, are empowered to withdraw, without notice, permission to use the School playing fields when such playing fields are unfit for use.