

External hiring of accommodation at the Cambridge Steiner School

Hirers Details

Contact name:	
Organisation (optional):	
Address:	
	Postcode:
Email:	
Tel. No:	
Mobile No.	

Details of Venue Hire

Date(s) required:	Date(s):	Notes on dates:
Regular Hire:	Regularity: Weekly / monthly / Other Day Required:	From: (date) To: (date)
Time(s) Required:	From: (time)	To: (time)
No. of people attending:		
Describe type/purpose of hire		
Contact Details for Responsible person(s) onsite during venue hire	(include mobile number)	

Accommodation/room required:	✓	Charge (office use)	Equipment *A charge will be made	✓	Number Required	Charge (office use)
School Hall		£	Chairs			n/a
Kitchen		£	Tables			n/a
Class/meeting room		£	Flipchart*			£
Room layout remarks	Other equipment (specify)					£
	Address for invoice + contact (if different from above)					

I have read and agree to abide by Cambridge Steiner School Terms and Conditions as overleaf and enclose a copy of my Public Liability Insurance if applicable. Public Liability Certificate provided:

Signature of hirer:	Date:
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For office use only			
Payment		✓ Actions to be taken	
Deposit paid in advance (deduct from invoice)	£	Booked on Timetable	Caretaking arranged
Invoice Total	£	Confirmed	
Full payment received?	£	Invoiced	Cleaning Services

Accommodation available for booking

Accommodation/room	Maximum persons	Standard rate per hour	Reduced rate per hours
School Hall	100 theatre style	£30.00	£25.00
Staff Kitchen – Fully equipped		£30.00	£25.00
Class or Meeting room		£20.00	£15.00

Please enquire regarding rates for: Day, Half Day or hire of combined areas.

We are happy to discuss options and rates with hirers, in order to best meet requirements.

These standard conditions apply to all hiring of parts of the Cambridge Steiner School premises.

1. Supervision

The Hirer shall, during the period of the hiring, be responsible for: supervision of the premises, the fabric and the contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway. As directed by the school, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

2. Use of Premises

The Hirer shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.

3. Gaming, Betting and Lotteries

The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

4. Licences

The Hirer shall ensure that the appropriate Premises Licence is in place if any regulated entertainment and licensable activities will take place.

5. Public Safety Compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Licensing Authority or otherwise.

The Hirer acknowledges that they have received instruction in the following matters:

- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.
- The location and use of fire equipment.
- Escape routes and the need to keep them clear.
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.

In advance of an entertainment or play the Hirer shall check the following items:

- That all fire exits are unlocked.
- That all escape routes are free of obstruction and can be safely used.
- That any fire doors are not wedged open.
- That exit signs are visible.
- That there are no obvious fire hazards on the premises.

6. Means of Escape

a. All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.

b. Any emergency exit signs must be kept visible during the whole of the time the premises are occupied.

7. Outbreaks of Fire

The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the school.

8. Health and Hygiene

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator but not a thermometer.

9. Electrical Appliance Safety

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is available the hirer **must** make use of it in the interests of public safety.

10. Indemnity

The Hirer are responsible for informing the school if they hold insurance, a copy of the certificate should be provided.

11. Accidents and Dangerous Occurrences

The Hirer must report all accidents involving injury to the public to the school **as soon as possible** and complete the relevant section in the school accident book. Any failure of equipment belonging to the school or brought in by the Hirer must also be reported **as soon as possible**. Certain types of accident or injury must be reported on a special form to the local authority. The school will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

12. Explosives and Flammable Substances

The hirer shall ensure that:

- Highly flammable substances are not brought into, or used in any part of the premises and that
- No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the school. No decorations are to be put up near light fittings or heaters.

Heating

The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the school. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

13. Smoking and alcohol

Smoking is not permitted in any school building.

Alcohol may not be sold or consumed on the school premises.

14. Animals

The Hirer shall ensure that no animals except guide dogs are brought into the premises, unless agreed in advance by the school. No animals whatsoever are to enter the kitchen area at any time.

15. Compliance with The Children Act 1989

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons who have passed the appropriate Criminal Records Bureau checks have access to the children (checks may also apply where children over eight and vulnerable adults are taking part in activities).

16. Fly Posting

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises.

17. Sale of Goods

The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

18. Cancellation

If the Hirer wishes to cancel the booking before the date of the event, the question of the payment or the repayment of the fee shall be at the discretion of the school. The school reserve the right to charge an administration fee in respect to any such cancellation by the Hirer.

The school reserves the right to cancel this hiring by written notice to the Hirer in the event of:

- the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election
- the school reasonably considering that:
 - such hiring is likely to lead to a breach of these terms and conditions, any relevant licensing conditions, or other legal or statutory requirements, or
 - unlawful or unsuitable activities will take place at the premises as a result of this hiring
- the premises becoming unfit for the use intended by the Hirer
- an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case the Hirer shall be entitled to a refund of any fee already paid, but the school shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

19. End of Hire

The Hirer shall be responsible for leaving the premises and surrounding area in a clean

and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the school shall be at liberty to make an additional charge.

20. Noise

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The Hirer shall, if using sound amplification equipment, avoid excessive noise after 11pm, make use of any noise limitation device provided at the premises, and comply with any other licensing condition for the premises.

21. Stored Equipment

The school accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed.

The school may, in its discretion in any of the following circumstances, namely:

- in respect of stored equipment, failure by the Hirer either to pay any storage charges due and payable or to remove the same within 7 days after the agreed storage period has ended.

- in respect of any other property brought on to the premises for the purposes of the hiring, failure by the Hirer to remove the same within 7 days after the hiring dispose of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

22. No Alterations

No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the school. Any alteration, fixture or fitting or attachment so approved shall at the discretion of the school remain in the premises at the end of the hiring. It will become the property of the school unless removed by the hirer who must make good to the satisfaction of the hall or, if any damage caused to the premises by such removal.

23. No Rights

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.