

LETTINGS CHARGES

TERMS & CONDITIONS

- 1 All bookings must be made through the Site Manager.
- 2 A booking will only be accepted, subject to availability, upon completion of a Booking Form and signed indemnity. If the signed Booking Form is not returned, the hire cannot take place.
- 3 A deposit of up to 50% may be requested in advance for all Scale 1 lettings.
- 4 The College reserves the right to request a security deposit for one-off or large events to cover any additional costs or damage sustained during the letting. Should there be any issues, these will be notified to the Hirer in writing and any dispute will be dealt with by the Principal/Governors.
- 5 A cancellation charge will be made unless 14 clear days' notice of any cancellation of a Letting is given in writing to the Site Manager.
- 6 All charges are inclusive of caretaking, cleaning and premises costs (where applicable).
- 7 All charges will be invoiced and are payable within 14 days of invoice date. Should payment not be forthcoming by the due date, interest will become chargeable at a rate of 3% per annum above Bank of England base rate on the outstanding debt on a daily basis until such time as the debt is cleared. Any issues with payment of the invoice must be raised upon receipt of invoice to avoid this charge being applied.
- 8 Persons hiring premises or grounds will be held responsible for any damage to buildings, furniture, equipment or other property and a claim for the repair or replacement of such will be made. Only appropriate footwear should be worn when using the Artificial Pitch or Sports Hall. Light soled trainers/sports shoes only to be worn in the Sports Hall and no metal studs or metal blades to be worn on the Artificial Pitch.
- 9 In respect of the above item, the Hirer will be expected to insure this risk and hold legal liability insurance to cover claims directly arising from their group or organisation's activities.
- 10 If any additional expense is incurred arising from the letting, or any extra cleaning becomes necessary as a consequence of the use of the premises, the person/organisation hiring the College will be responsible for any such expense and charged accordingly.
- 11 The College cannot accept responsibility for any loss, damage, accident or injury arising during the Hirer's use of the premises, or to any member of the Hirer's party.
- 12 The College does hold Hirer's Liability insurance which covers certain events, however, Clubs & Societies must hold Public Liability Insurance.

- 13 It is the responsibility of the Hirer to:
- Ensure all staff of any Club/Society working with children have undergone the appropriate checks (e.g. DBS, etc.)
 - Observe the College's **Health & Safety Policy** (provided with booking details).
 - Comply with all applicable notices and signs.
 - Immediately evacuate the premises by the nearest Fire exit on the sounding of the **Fire Alarm**.
 - Observe the College's '**NO SMOKING POLICY**'. All those who use the premises are required to refrain from smoking on the whole site at all times.
 - Obtain the necessary licence if alcohol is to be sold.
 - Ensure that any equipment intended to be brought into/left on the premises and used is safe and meets the standards of any statutory requirements. This includes PAT testing of electrical equipment.
 - Fireproofing of all scenery, props, etc. to be used in any performances in accordance with instructions issued by the Licensing Authority.
 - Be responsible for obtaining the licence of the owner of the copyright of any dramatic or musical work intended to be performed or sung and must indemnify the College against any infringement of copyright.
 - Inform a member of the Site Team of any **accidents/incidents**.
 - Vacate the premises by the time stated on the Booking Form.
 - Leave the premises and equipment as found.
- 14 Toilet facilities are available.
- 15 **Use of College Kitchen** – The use of the College Kitchen must be separately negotiated and requires attendance by a member of the Catering staff in a supervisory/advisory capacity, the cost of which must be met by the Hirer. Adequate notice of such a requirement must be given in order to ensure a timely response.
- 16 **Artificial Turf Pitch** – Every effort is made to ensure the pitch is at its best for all users. To achieve this, the following should be adhered to:
- Strict Site **NO SMOKING POLICY**' applies even in outdoor spaces
 - Rubbish should be placed in litter bins or taken home with users.
 - Failure to comply with the above may result in additional charges being made for cleaning.
 - Footwear used on pitch must be clean prior to entry to the site, cleaning on the side of the pitch is not acceptable.
 - Metal tipped studs or blades must not be worn.
 - Access to the pitch must be made from the paths to reduce soiling.
 - Dividing nets must not be used in windy conditions.
 - If nets or goals are moved during a session they should be returned to their original position at the end of the session
 - The pitch must be vacated promptly at the end of the session.

17 **Sports Hall**

- Outdoor shoes should be changed to clean indoor shoes on entry to Hall.
- No food, gum or sweets permitted within the Hall.
- No junior groups should enter the hall until adult supervision has arrived.
- Heating settings must not be altered – Site staff should be contacted if changes are required.
- Any equipment used or moved should be returned to its original position at the end of the session.
- The premises should be vacated promptly at the end of the session.

18 **Drama Productions**

- All scenery, props, etc. used in any performance must be fireproofed in accordance with instructions issued by the Licensing Authority.
- Hirers must obtain the copyright licence of any dramatic or musical work performed and indemnify the College against any infringement of copyright.