

TERMS & CONDITIONS FOR EVENT HIRE



1. Terms & Conditions for event space

Specific to events

- Any items brought on site for dressing must be rendered non-flammable by suitable treatment in order to comply with fire regulations.
- Access to all areas of the building not organised in advance is prohibited.
- Any damage caused by the hirer or guests must be reported immediately and repairs will be charged to the hirer accordingly.
- We operate Challenge 25 policy.
- Employees of Glossopdale School can refuse the right of entry at any time during the hire period.
- The hirer shall not assign or sub-let any interest in the premises or any part of it and shall not use the premises for any other purpose than that set out in the contract.
- No furniture, fittings or equipment shall be moved or removed by the hirer
- No bills, placards, posters or notices of any description shall be posted on or against any part of the exterior/interior of the premises. Any decoration must be agreed before hand and anchored with 'white tac' only on designated areas.

Licence/Liability

- The hirer shall not use the premises, or permit the premises to be used for any other purpose other than for the purpose or purposes specified in the contract. The hirer will be responsible for the conduct and behaviour of all people attending their event.
- All performers must have in their possession a valid licence to perform issued by the copy right holders or their duly authorised agents.
- The hirer shall be liable for, and shall indemnify Glossopdale School against all actions, proceedings, claims, damages, charges, costs expenses whatsoever brought or made against Glossopdale School in respect of any personal injury to or the death of any person arising out of or in the course of the hire of the premises by the hirer etc as we cannot be held liable for any injury to themselves or others.
- The performance area has a solid wood floor, any damage caused to the floor will require excess payment made (as per insurance point 1)
- We reserve the right to sell sweets, confectionary, soft drinks and to offer the sale of non-alcoholic (& alcoholic drinks subject to licencing) at the site during our licenced hours.
- Food or drink is not permitted when operating any equipment.
- The hirer and others allowed on the premises by reason of its hire shall leave the premises by the expiry of the hire period. If they have not, the hirer will be required to pay Glossopdale School a surcharge amounting to the normal hire charge for the premises until the premises have been cleared.
- Glossopdale School may cancel the hiring at any time without stating a reason, and if so shall refund to the hirer all monies paid to date. Any monies payable for the period of the hire unpaid at the time of cancellation shall cease to be payable unless the cancellation is due to some act or default of the hirer provided always that Glossopdale School shall not be liable to pay any compensation to the hirer in respect of such cancellation.

General House Keeping

- The school operates a non-smoking policy. Smoking is not permitted on the premises, this includes E-Cigarettes.
- No litter shall be left in or around the school premises
- Noise should be kept to a minimum outside the school premises and when arriving/departing as to not disturb neighbours or other users. Excessive bad language will not be tolerated.

- All users shall leave the premises in a clean & tidy condition. Failure to do so would be a breach of the T&C's of the agreement. Please be aware CCTV is in operation throughout the site.
- Alcohol is not permitted to be brought on site.
- Alcohol can not be taken off site in open vessels.
- Betting/gambling shall not be done on the premises that contravene the law. Hirers should check the law in advance.
- The school does not accept responsibility for loss/damage/theft of property.
- No equipment should be left on site without permission by the Community Development Manager
- Photography: Clubs / Organisations making private use of the facilities are required to maintain their own photography policy. All other photography must be in line with the school policies.

Health & Safety

- Obstructions should not be left in corridors or exits. Emergency exits should be kept clear at all times.
- Firefighting apparatus should be kept in its designated place and only used for its intended purpose.
- Highly flammable substances are not permitted to be brought on site.
- No unauthorised appliances should be brought on site, this includes heaters, toasters etc
- First aid provision is the responsibility of the hirer, including care and equipment, however some provision is available on the premises.
- Access to a telephone is available for emergencies only. Hirers should have access to their own mobile phone for all other calls.
- The hirer, or person in charge of the bookings must be 18 years + and shall be on the premises for the entirety of the booking. They shall ensure general supervision throughout.
- All electrical equipment brought onto site shall comply with 'Electricity at work' regulations, displaying an in date 'PAT test' label. Any equipment that does not comply should not be used. The school disclaim all responsibility for equipment that does not comply.
- Any accidents that occur on the school site must be reported to a member of staff on site and recorded as soon as reasonably possible.
- If you notice any damage to the facility or equipment please report to a member of staff.
- No dogs are permitted on site (except guide dogs)

Cancellations

We reserve the right to charge the full fee without 7 days' notice for the cancellation.
Deposit for bookings in non-refundable.

Insurance

Hirers (Clubs/organisations) must have suitable public liability cover for the activity and the participants. A copy of this will need to be provided to the school.

1. To agree to abide by the terms of the insurance policy taken out by the County Council to protect hirers of the county council and voluntary premises and to pay the first £500 of each and every claim in respect of damage to the buildings or contents. (See 4 below).
2. To obtain any necessary permission from the owners of copy right in musical, dramatic, literary and other works as required by the copy right act 1956, and to indemnify the county council in respect of any infringements of such copy right.
3. To agree to abide by any other regulations as directed from time to time by the governors or local education authority.

4. Conditions of insurance policy

The insurance provides an indemnity to the hirer in respect of any third party claim arising out of the use of the hired premises. It applies only where legal liability exists and operates where following an accident a visitor or any person except an employee of the hirer suffers personal injury or damage to or loss of personal property. Claims are

payable up to an amount of £2,500,000 for any one incident. Employees of the hirer are covered in respect of damage to or loss of personal property.

The insurance also indemnifies the hirer against legal liability for damage to the hired building up to an amount of £50,000 or up to £2,500,000 in respect of fire damage. The hirer is, however, liable for the first £500 of each and every claim.

2. Disclaimer and agreement

All sections of this forms must be completed and the following provided 14 days before the first performance...

I agree to the terms & conditions outlined in the application on behalf of _____

Signed: _____

Print: _____ Date: _____

Please return the completed form to:

The Place, Glossopdale School, Newshaw Lane, Hadfield, Glossop. SK13 2DA

Theplace@glossopdale.school