

Hillesley Primary School

Application Form for Hire of Old Chapel Hall



On (date)..... Hours: From..... To.....
(Including set up and clear away time)

For the purpose of.....

Applicant's Name.....

Address.....

Contact telephone number.....

Conditions of Hire

1. All communications for the hire must be returned to the school Administrator.
2. The School reserves the right to refuse any request for hiring which in their view might conflict with the primary purpose of the premises as a school.
3. The applicant must be over 18 years of age and shall be responsible for all payments and meeting the terms & conditions of hire. In particular the applicant is responsible for:-
 - Ensuring adequate supervision of the premises and all persons using them.
 - Taking all reasonable precautions for the safety of persons on the premises.
 - Not allowing nuisance or annoyance to be caused to the neighbours.
 - Reimbursing the school for any additional cleaning required as a result of the hire and for any damage caused to the premises.
 - Not moving any furniture or equipment without the prior approval of the Head.
 - Not using any equipment, (including heat trolley), which is identified as for school use only.
 - Not to make any alterations to the heating, lighting or electrical systems.
 - Obtaining and complying with any necessary permissions and consents related to, for example, performing rights, licensing, gaming.
 - Indemnifying the School, County Council and their agents against all actions proceedings costs claims demands or other liability which may arise in any way whatsoever as a result of this hiring.
 - Taking away all rubbish & leaving the buildings in a tidy, clean and secure condition.
 - Not permitting smoking anywhere on the school premises.
 - Not permitting children on the Chapel Hall balcony or unaccompanied in the graveyard.
 - Not exceeding the limit of 100 persons on the premises at any one time.
4. A deposit may be requested by school and must be paid before letting commences (Please make cheques payable to "Gloucestershire County Council"). Your hire will be invoiced by school after your hire date and any deposits given before your hire date will be deducted. If any additional charges are incurred than these will be added to the invoice. A 10% additional charge will be added to hiring cost for LA insurance for lettings less than 100 people unless a copy of hirer's insurance is supplied with completed application form.
5. In the event of any damage during the hiring or of the premises being left unclean the deposit will be forfeited. Note that: stiletto heels damage the wooden floors & are not permitted; sticky tape and "blu-tack" damage the decorations and are not permitted.
6. The school gives no warranty that the premises are legally or physically fit for the applicant's purpose. The applicant must satisfy themselves of its suitability.
7. All fire exits must be kept clear at all times. In addition, the main central doors to the Old Chapel Hall must be unbolted & easily to open when it is occupied. They must be re-secured on leaving.
8. In the event of the school needing to cancel this hiring due to circumstances outside of its control it will not be liable to the applicant for any resulting loss or damage whatsoever.

I accept the above conditions of hire.

Signed..... (Applicant named above)

Date.....