



Beechen Cliff School
Alexandra Park, Bath BA2 4RE

PLEASE READ CONDITIONS AND SIGN THE STATEMENT AT THE END.

Conditions of Letting

1. The use of premises must be restricted to the use and accommodation specified on the letting permit.
2. Footwear:
 - a) The wearing of footwear likely to cause damage to floors is not permitted. Persons found wearing such footwear will not be permitted to enter the premises.
 - b) For the astro pitch, trainers or astro training shoes may be worn, but under no circumstance can a studded or bladed boot as these can tear the carpet.
 - c) For the 3G pitch, boots and moulded circular multi-studs may be worn, but the boots must be in a clean condition. Any decontamination treatment required to the carpet as a result of mud and debris will be charged to hirer.
3. Representatives of the School Governors shall, at all times, have free access to the premises for the purpose of inspection.
4. The School Governors reserve the right to cancel any letting.
5. The hirer shall be required to pay for any breakage, loss or damage to property arising out of the letting.
6. The School Governors shall not be responsible for the loss or damage to any property whatsoever or death or injury to any person whatsoever. Hirers may wish to provide their own insurance against their liability towards the public and their own employees in this respect.
7. The sub-letting of any premises is prohibited.
8. If the letting is to involve children, the 'lead person' of the group making the letting will be responsible for all Child Protection issues including having all the appropriate policies and procedures in place. Governors reserved the right to inspect these policies and procedures, where required.

It is expected that hirers have read and understood the DFE guidance on After School Clubs, Community Activities and Tuition (September 2023) and that these are complied with. A link to this guidance is available here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1185885/After-school_clubs_community_activities_and_tuition_safeguarding_guidance_for_providers.pdf

Hirers must be aware that failure to comply with these safeguarding requirements will lead to termination of the hire agreement.

In the event the hirer needs to liaise with the school on these matters, they should contact the Designated Safeguarding Lead via the main school email address: headteacher@beechencliff.org.uk

9. The hirer takes responsibility for any participants who drive or park on the school site. All drivers must obey the 5mph speed limit on site and be aware that there are children on the school site at all hours. Failure to comply may result in the cancellation of the letting.
10. Licences are generally required for:
 - a) Performing plays
 - b) "Public dancing, music or other public entertainment of a like kind" under the Local Government (Miscellaneous Provisions) Act 1982
 - c) Games of Bingo
11. Intoxicating liquor shall not be sold or supplied on educational premises without the express consent of the Headteacher and the obtaining by the hirer of an occasional licence.
12. As premises are not licensed under the Cinematography Acts, no inflammable films or materials of an inflammable nature shall be used.
13. Under the conditions of the School's licence with the Performing Right Society, hirers of educational establishments are required to furnish details direct to the Society of "all musical works, whether published or in a manuscript, performed at the premises, vocally, instrumentally or mechanically, at entertainments for which a charge is made". Where appropriate, a form is enclosed with the letting permit which should be completed and forwarded direct to the Performing Right Society Ltd immediately after the letting has taken place.
14. When commercial sound recordings (gramophone records or tape recordings) are publicly used an application for a licence to use such recordings must be submitted to Phonographic Performance Ltd. Contact information on their website: <https://www.ppluk.com/contact-us/>
15. The charge for accommodation includes the use only of furniture within the room. In the event of the hirer requiring additional furniture, a separate charge may be made according to circumstances.
16. On days when the school is in session articles such as pianos, tables, flowers, etc, may not be delivered at the school before 4.30 pm on the day of use unless arrangements for earlier delivery are made with the Operations Manager.
17. The hirer shall proceed to remove all chairs or other furniture, decorations and any other materials introduced into the premises, within twenty-four hours after the period of hire.
18. Special preparations, such as those required for the purpose of dancing, must not be applied to the floors without specific approval.
19. Stage lighting, audio and visual equipment:
 - a) The switchboard and equipment may be operated only by competent persons approved by the School.

- b) The hirer must, by arrangement with the Operations Manager, visit the establishment on the first day of hiring in order that a “hand-over” may be made to ensure that the equipment to be used is in satisfactory working order. A similar “hand-over” is to take place at the end of the letting

20. School Playing Fields:

- a) The hirer must ensure that the use of the playing field will not prejudice its use for normal purposes.
- b) Full supervision by a responsible adult must be undertaken whilst the field is being used.
- c) Motor vehicles must not be taken on to the school playing field.

21. Cricket Nets:

- a) It is the responsibility of the hirer to roll up the mats and store underneath the cricket nets; to gather in the nets and return tidily into their hanging holdall. Failure to do so will result in the PE department charging £10 for clearing away.
- b) Should access to the sporting store cupboard be required the hirer is only entitled to use the equipment previously agreed with the school. Any loss or damage of equipment from these cupboards will be charged to the hirer.

22. Astro pitches:

The hirer must ensure that astro goals (football or hockey) are returned to their stored position at the end of each session. Failure to do so will result in the PE department charging £10 for clearing away.

23. The hirer is responsible for:

- a) their own First Aid cover;
- b) their own cover under the Health & Safety Legislation;
- c) their own arrangements for car parking;
- d) their own insurance cover;
- e) any special arrangements needed.

24. Please note we are a boarding school and therefore there are children on the premises 24 hours a day, 7 days a week during term time. Please do not wander into buildings around the site and only use the area that has been designated for your hire. Toilets for hirers of the sports hall and astro pitches are in the Sports Hall. Other WCs will be advised at the time of booking.

Additional Charges

- 25. The School reserves the right to charge an extra hour for preparation and cleaning of the facility and up to three extra hours for clearing up afterwards, if needed.

The School will charge at one-and-a-half times the rate for over-running after the set time. This will be twice the rate after midnight.

The School reserves the right to levy a returnable deposit for all occasional lettings.

- 26. The School reserves the right to levy additional charges for special preparations (e.g. marking out of the playing fields) at a commercial rate.

Declaration

I agree to be held by the conditions and additional charges indicated above.

If the letting involves children I understand the safeguarding requirements of point 8.

Name:

Signed:

Organisation:

Date: