



Dear Hirer,

HIRE OF PREMISES AT AYLWARD PRIMARY SCHOOL

With reference to your recent enquiry, please find enclosed an application form for hire of the school premises. Please find enclosed Scale of Charges, Lettings Information page, Hirers Agreement Form, Hirers Public Liability Cover form and Conditions of Use. Please pay particular attention to the "Conditions of Use" and 'Insurance Cover' relating to letting.

Please return the **Hirers Agreement Form** to the school at the address below. This should be returned as soon as possible and not less than 35 days prior to the initial hire date, as all lettings must have the prior approval of the School Business Manager and Headteacher/Governing Body.

It is important that you indicate the exact dates and times you require, as the need for clarification may result in delay or loss of letting.

On confirmation of the booking a final invoice will be sent to you and total payment for the facilities hire and a £200 deposit must be received in **full** by the School 21 days prior to use.

On completion of your event and once the school deems the premises have been left completely satisfactory the £200 refundable deposit which must be initially paid will be refunded to you. If the premises are not left in a clean, neat and tidy condition or have not been vacated at the correct allocated hire time the £200 deposit will be retained by the School. Charges will also be levied for any damages to other parts of the school property.

On very rare occasions it may be necessary for the school to cancel a booking. It is realised that this can be of great inconvenience so every effort will be given to notify you as soon as possible should such a situation occur.

Thank you for choosing to make your booking with Aylward Primary School.

Yours sincerely,

Clive Westall
Headteacher

Pangbourne Drive Stanmore Middlesex HA7 4RE

Tel: 020 8958 9202 Fax: 020 8958 5728

Email: office@aylward.harrow.sch.uk www.aylwardschool.org.uk

Headteacher: Mr C Westall Business Manager: Mrs M Tam

Aylward Primary School is part of The Bentley Wood Trust, a company limited by guarantee (company number 7693936 registered in England and Wales) that has its registered office at Bentley Wood High School, Bridges Road, Stanmore, Middlesex, HA7 3NA

LETTING OF AYLWARD PRIMARY SCHOOL PREMISES

SCALE OF CHARGES

Hirers will be charged at our hourly rate and not part thereof

ALL LETTINGS SUBJECT TO “CONDITIONS OF USE”

Facility	Regular Bookings	Occasional Hire	Regular Bookings	Occasional Hire
	Evening / Mon - Fri	Evening / Mon - Fri	Saturday / Sunday	Saturday / Sunday
	Per Hour £	Per Hour £	Per Hour £	Per Hour £
Large Hall	35.50	60	65	70
Small Hall	25	35	30	40
Technology Room (in conjunction with a Hall Letting)	15	25	20	30
Outdoor Areas	Please contact us to for further details and to discuss your requirements			

Other School equipment / resources may be available for hire on request.

All organisations hiring our facilities are required to provide a copy of their public liability insurance certificate, DBS and a copy of their Safeguarding policy which must be updated and forwarded to the school annually, dated for the current year.
(if your organisation/event involves children under 18)

All premises must be vacated promptly at the allocated hiring hour and left in a clean, neat and tidy condition.

Further details are available from Finance Department on: 020 8958 9202.

LETTINGS INFORMATION

Seating capacity:

- 192** **Chairs in hall**
- 16** **Tables are available to seat in hall comfortably**
- 6** **Can be seated around a block of two tables**

Large Hall dimensions: 15.1m x 11.6m

Standing capacity:

260 max

Small Hall dimensions: 6.6m x 11.6m

Standing capacity:

50 max

THE USE OF HELIUM BALLOONS IS STRICTLY PROHIBITED AS THEY TRIGGER OFF OUR ALARM SYSTEMS AND WE DO NOT ALLOW ANY FIXTURES BEING ATTACHED TO THE WALLS USING DRAWING PINS OR STICKY TAPE THAT CAUSES PEELING

**AYLWARD PRIMARY SCHOOL
HIRERS AGREEMENT FORM**

Office use only
Manager:.....
Headteacher:.....

Name of Contact Contact No

Today's Date Mobile No

Address Email

.....

Name of Organisation

Type of Function.....

Date of Event **Start Time** **Finish Time**

Estimated Number of persons to be on the premises: Adults: Children:

**The Start and Finish Time you have stated will be the time you arrive/depart.
You may not start or continue your function outside these times.**

Accommodation Required (please indicate by using a ✓ or numbers)

School Hall	☐	School Gym	☐	Number of Chairs	
Food Room Facilities	☐	(heating only, cooking will not be allowed, see 33		Number of Tables	
Class Rooms	☐	Conditions of use)			
Changing Rooms	☐	Pitch: Football/Hockey	☐	Courts: Tennis/Netball	☐

**SMOKING AND ALCOHOL ARE NOT ALLOWED ON
SCHOOL PREMISES**

I will **not** sell alcohol on the school premises.

I will **not** allow underage drinking to children under 18 years during the hire, on the School premises.

In the event of any verbal or physical abuse to any member of the Aylward Primary Staff by any persons attending my function, I understand that the School reserves the right to cease the letting and take legal proceedings.

I hereby acknowledge that I have read and understand the 'Conditions of Use' which I have retained, which solely govern the provision of all services supplied by the Authority and I agree to be bound by such conditions.

Aylward Primary School reserves the right to cease the letting immediately if the hirer breaches the 'Conditions of Use'

Signed : **Name (please print clearly):**

(please return this completed form and yellow Insurance Cover form to the School address)

I wish to book Aylward Primary School premises as above.

I understand that my deposit in full or part thereof will be retained by the school if the premises are not left in a satisfactory condition or not vacated at the correct allocated hire time.

Please provide the following items with this form:

- ☐ DBS for all staff responsible for the supervision of children under 18
- ☐ Public Liability Insurance certificate
- ☐ Copy of up to date Safeguarding Policy (if your organisation/event involves children under 18)

Signed : **Name (print):** **Date:**

AYLWARD PRIMARY SCHOOL
HIRING OF SCHOOL PREMISES
CONDITIONS OF USE

The use of Education premises is permitted under the following conditions, which may change from time to time. Any reference to the Department of Education Services includes the Governing Body and the Headteacher. The Lettings Administrator is acting as an agent of the Schools Governing Body.

GENERAL CONDITIONS

1. The Hirer who must be over 18 years of age must sign the Application Form. Both the Hirer and Guarantor, who both must be over the age of 18 years, must sign the Insurance Cover.
2. Payment for hire must be paid not later than 21 days prior to the date of proposed use
3. The hirer shall be entitled to cancel the proposed letting and to the return of any appropriate fees paid to the School if written notice is received by Aylward Primary School at least one calendar month prior to the proposed date of letting. If written notice is received less than one calendar month before the proposed date by the School, the letting fee shall not be refunded. This condition applies to ALL lettings, whether regular or ad-hoc.
4. If the School cancel any letting, the fee shall be refunded.
5. The School reserves the right to:
 - a) Cancel the letting any time without reason and, in such event, shall not be liable for damages or otherwise in respect of such cancellation.
 - b) Cease the letting if the hirer fails to comply with the fire and health and safety regulations.
 - c) Cease the letting immediately if the hirer breaches the Conditions of Use.
6. The hirer shall not assign or sublet the premises or any part of the premises.
7. Authorised Officers of the School may enter the premises at any time for any reason during the period of letting.
8. The hirer is responsible for the area of the premises hired and access and egress routes for the period of hire.
9. It is the responsibility of the hirer to ensure that the accommodation used is left in a clean, neat and tidy condition. If in the opinion of the Lettings Supervisor the premises are not left clean, the Lettings Supervisor will clean the premises and the cost will be recovered from the hirer and or the paid 'refundable deposit' retained by the school.
10. When classrooms are hired for use the hirer will be responsible for ensuring that pupil's property, work and school equipment is not interfered with in anyway.
11. Any damage, litter or disorder upon your arrival to the premises should be reported to the Lettings Supervisor on site and later to the School Business Manager.
12. When you specify the time required on the application form, please include the preparation time and clearing up time you require. Hire period is from the time of arrival to the time all visitors have vacated the premises (car-park).

13. The premises may normally be used only between: -

6.00pm to 10.00pm	Monday – Friday inclusive
9.00am to 9.00pm	Saturday
10.00am to 7.00pm	Sunday

14. The School's Code of Conduct for staff forbids employees from accepting cash from individuals or organisations. Please ensure that no such offers are made to Academy staff as refusal to accept may cause offence. Any small gifts of appreciation may be passed to the appropriate member of staff via the School Business Manager.
15. No intoxicating liquor shall be included in the refreshments provided for any function held at the school.
16. The appropriate hiring charge includes the use of any fixed stage lighting. No adaptations, modifications or additions may be made to any part of the electrical installations without the previous consent in writing of Aylward Primary School. Any alterations and additions as may be authorised shall be carried out in accordance with the directions and to the satisfaction of the School and shall be reinstated forthwith at the expense of the hirer to the School's satisfaction.
17. No additional staging, curtaining or scenery may be erected without the previous consent in writing of Aylward Primary School and any such alterations and additions as may be authorised shall be carried out in accordance with the directions and to the satisfaction of the School and shall be reinstated forthwith at the expense of the hirer to the School's satisfaction. All curtaining or scenery shall be rendered non-flammable. Stage scenery and other effects must neither be brought on to the School premises, nor taken away while the premises are in normal use. Storage facilities cannot normally be provided. Any property not so removed by the hirer may be removed by the School at the hirer's risk. The cost of such removal, together with the School's storage charges being recoverable from the hirer.
18. Bills of announcement of meetings or any form of advertising of forthcoming events taking place in the School premises may only be displayed on School premises only by agreement with the School Business Manager.
19. All public announcements of any function or event for which the hiring is made and all admission tickets and other documents issued in connection therewith shall contain in a conspicuous position the name and address of the hirer and the purpose of event.

LETTINGS SUPERVISOR DUTIES IN CONNECTION WITH LETTINGS

20. The Lettings Supervisor on duty is the School's Officer supervising your letting.

21. The Lettings Supervisor on duty is responsible for making sure before and at the end of the letting that:

- a) the premises are open at the agreed time as stated on the application form or subsequently approved by the School
- b) unlock the room(s) to be hired and check that the accommodation to be hired is in a safe and satisfactory condition for the organisation to hire. The security alarm system will be set to 'local' arrangements for the area(s) not being let
- c) to ensure the security of the site at all times while the letting is taking place. To regularly patrol the premises and monitor the entrance(s) being used. All other entrances will be kept locked and made suitable for means of escape purposes only
- d) to check the premises before and at the end of your letting (with a representative from the group) for damage and to ensure that the premises have been left in a clean and tidy condition
- e) where the same accommodation is hired by more than one group on the same day, to ensure that the accommodation is checked in between each letting
- f) to ensure, as far as practicable, that users of the site do not behave in a manner likely to cause injury to themselves or others or result in damage to the buildings or contents
- g) to ensure that users of the site are provided with instructions on how to evacuate in the event of an emergency.
- h) in the event of an emergency, telephone for assistance (e.g. ambulance, etc.) and assist the organisation(s) on the school site
- i) to remain on the school premises throughout the duration of the let

IMPORTANT NOTE

22. The Lettings Supervisor is not allowed to change the starting or finishing time of a letting or to change any of the Conditions of Hire without first advising the School Business Manager.

HEALTH AND SAFETY

23. There will be **NO SMOKING** on the School Premises.

24. Permission to use the premises will not be granted if in the opinion of the School it is likely that the occupation would create unreasonable disturbance or inconvenience to the residents in the neighbourhood or interferes with any existing occupation or with school activities.

25. The hirer must secure the preservation of the law and order and take all reasonable steps to prevent injury, loss, or damage to any person or property on all occasions during the hire.

26. The hirer must arrange for an adequate number of stewards to be present throughout the period of hire to assist in the preservation of order. At no time during the hiring may the number of persons present exceed the maximum stated in the application form or stipulated in the acceptance.

27. The hirer is responsible for arranging any first aid provision for their organisation's members whilst on the premises.

28. Where permission has been granted to enable the premises to be used for the purposes of a youth organisation no member of the organisation may enter the premises unless the hirer (or deputy previously notified to Aylward Primary School) is present on the premises and members of the organisation may remain on the premises only as long as the hirer or his deputy is present on the premises.

PHYSICAL ACCESS

29. The new school building and grounds have been planned to provide suitable access for disabled users.

ADDITIONAL FACILITIES

30. The use or movement of school pianos is granted only on application to and at the direction of the School who shall be satisfied that any movement will be carried out by specialist piano removers, the hirers to pay the fees.
31. Chairs and furniture may not be removed from classrooms or staff rooms without written permission of the School Business Manager. Chairs located in halls are included in the hiring charge. Chairs must not be removed from the School Premises for use on playing fields or playgrounds unless prior approval has been obtained from the School.
32. The school premises are used for internal and external examinations. The Hirer will be expected to move and stack the examination desks and on completion of their function will return examination desks to their original position.
33. IT Labs, the Library and other specialist rooms are not normally available for use by the general public and any such use will be granted only in exceptional circumstances at the discretion of the School Business Manager who will ensure that such use, when granted, does not impair the efficiency of these rooms or their normal purpose.
34. The School must be advised if food will be brought on to the premises. The Food Technology room is available for use after payment of an additional fee. Cooking is not permitted, but, food may be reheated in the Technology Room ovens. The hobs may be used to boil water. Sinks may be used, but not sterilising sinks. No other equipment belonging to the School such as pans; cutlery or plates may be used or moved. No portable cooking equipment is allowed on the premises. The kitchen, including cookers, worktops, sinks and floors must be left in a clean condition.
35. The use of the School PE equipment is not permitted unless granted only at the discretion of the School and subject to a qualified instructor being present to ensure the safety of users and that the efficiency of the Gymnasium is not impaired for the School use.
36. The use of school facilities, such as audio visual equipment, computer equipment, **PA system and speakers** etc is not allowed unless approved in writing by the School.
37. The use of School playgrounds for car parking by hirers is subject to the approval of the School. The parking of vehicles will not be permitted on any service road or approach drive where such parking would impede the easy passage of emergency services or obstruct resident's driveways. Cars are parked in the school playgrounds at the owner's risk.
38. If you require the use of a playground or playing field you must book this facility and state your reasons for use, i.e. netball or football practice, etc. A charge will be made for this use.
39. The use of school playground equipment is not allowed, without written permission from the School Business Manager.

40. The use of a preparation or material for the purpose of preparing a floor for dancing is not allowed as they can make the floor dangerous for normal use.

HARROW INSPECTION UNIT (UNDER 8'S TEAM)

Guidelines about the Registration of Day Care

41. The purpose of these guidelines is to provide advice and information to people who are considering opening a Day Care facility in the London Borough of Harrow. The Registration and Inspection Unit (Under 8's Team) is responsible for carrying out this duty. The legislation for the Registration of Day Care is set out in Children Act 1989.
42. If you have children under the age of 8 who attend classes run by your organisation and they are in your care in non-domestic premises for 2 hours or more per day you must by law be registered. To apply for registration, you must contact the Registration and Inspection Unit on 020 8424 1948 between 9am and 11am Monday to Friday, and ask to speak to the Duty Officer.

APPLICATIONS BY EXTERNAL ORGANISATIONS PROVIDING ACTIVITIES FOR CHILDREN AND YOUNG PEOPLE

To ensure that all organisations who use the premises comply with the guidelines recommended by the Local Safeguarding Children Board and Department of Education (DoE), detailed below are some requirements we expect all organisations to be able to answer and provide evidence of, where requested:

43. The point of contact for access to the file of professional and character references of all staff that have contact with children.
44. A Child Protection Policy which includes specific arrangements for dealing with the event of a child being uncollected after the activity finishes. This must be up to date and dated during the same year as the hire in accordance with the latest Keeping Children Safe in Education guidance.
45. Copies of DBS checks on all staff before they are left unsupervised with children.
46. A record of appropriate qualifications and registrations held by staff.
47. Registration details with an appropriate registered body as applicable.

INSURANCE COVER

Please ensure you indicate on your application form the accommodation that you wish to hire for insurance purposes.

48. The School has arranged adequate insurance for its property and Public Liability Insurance against injury, loss or damage caused to third parties or their property.
49. Public Liability Insurance must also be arranged by hirers to protect them against claims of this nature, which may be made against them by the Council, School or other third parties.
50. Where the hire is a private function and the hirer is a private individual separate public liability insurance is not required.

COPYRIGHT AND PUBLIC PERFORMANCES LICENCES

51. The requirements in connection with the issue of Licences for public dancing, music or any public entertainment must be strictly fulfilled. A copy of the licensing regulations can be obtained from the Department of Education Services. A hirer who is organising entertainment for children must have regard to the requirements of Section 12 of the Children and Young Persons Act 1933.
52. No musical works in the repertoire of the Performing Rights Society may be performed in public on the premises except on payment to the Society of the appropriate fee, this fee to be paid in the first instance to the Department of Education Services. It is the responsibility of the hirer to ascertain whether works to be performed are in the repertoire of the Performing Rights Society. A list of works included in the repertoire is obtainable on application to the Secretary of the Performing Rights Society Ltd, 29/33 Berners Street, London W1
53. No lecture, play, opera, dramatic, musical or other work in which a copyright subsists shall be delivered or performed on the premises unless the consent of the owner of the copyright has been previously obtained by the hirer and all the necessary fees paid. No performance of any recording on disc or tape, etc in which any copyright subsists shall be given on the premises unless the previous consent of Phonographic Performance Limited, Ganton House, 14-22 Ganton Street, London W1U 1LB. Telephone No: 020 7437 0311, or other owner of the copyright has been obtained by the hirer and all necessary fees paid. The hirer must make his own enquiries as to the existence of any such copyright as aforesaid.
54. The hirer and guarantor shall indemnify and keep indemnified the School, from and against all costs and claims and demands, which may be made against the School for any breach or infringement of copyright.
55. The use of film projector with non-flammable films may be permitted subject to the approval of the Department of Education Services of the type of projector and to any conditions prescribed by the School and other appropriate authorities as precautions against fire and panic.

ADMINISTRATION FEE

56. In the event of an amendment, alteration or cancellation to the hire agreement, by the hirer for the day of hire an administration fee of £15 may be charged by the School.

DEPOSITS

57. A deposit will be requested for lettings.
58. The deposit will not be returned should a breach of any term or condition or cancellation of the letting by the hirer or organisation. The School reserves the right to retain the deposit for any damage, loss, cancellation, amendment or alteration.

DAMAGE

59. The hirer agrees to pay to the School on demand the cost of repairing or making good any loss or damage (fair wear and tear to the School's furniture, fixtures and fittings) arising out of or incidental to the hiring.