Ghyll Royd School

A foundation for life

HIRE OF SPORTS HALL FOR CHILDRENS PARTIES
ACADEMIC YEAR 2018/19

	3 hour session
Sports Hall	£60.00

TERMS AND CONDITIONS FOR USAGE OF SCHOOL PREMISES FOR CHILDRENS PARTIES

1. Hirers must be parents of children currently attending Ghyll Royd School.
2. Invoices are produced on receipt of application and full payment is expected immediately for single bookings. Failure to comply will mean the booking is cancelled. Hirers requesting a single booking will be required to pay the full amount in advance.
3. The hirers will leave the premises in a clean condition and in good order and vacated not later than the time booked. The hirer shall replace any furniture/equipment they may have moved. The school reserves the right to charge for any additional cleaning that is required as a result of the premises not being left in a clean condition.
4. The hirer shall pay to the school the cost of repair or replacement resulting from any loss of damage arising from the hiring however caused or of whatever nature to the school premises and all equipment or property, thereon (whether provided by the school or any other body or person). Hirers shall notify the school Bursar as soon as possible of any damage.
5. Any cancellation must be submitted in writing. ***No refund will be made for notification received within 5 working days of the booked date***.
6. A hirer must not sub-let to another party.
7. A representative from the school will be supplied to unlock, lock and check the facilities at the beginning and end of the 3 hour letting.
8. Food and drink are permitted within the sports hall with prior approval. Smoking is not permitted in any of the school buildings. Alcohol should not be consumed within the school grounds or buildings.
9. Appropriate footwear must be worn in the hall. Studded boots, spikes and blades, stiletto heels are not permitted.
10. All hirers are responsible for ensuring that users have agreed evacuation procedures in place and have provided the necessary first aid equipment, and have a mobile phone for emergencies.
11. Hirers shall ensure that dogs are not permitted within the school grounds or buildings.

The school will give notice at the commencement of the relevant academic term of any dates during that term which will not be available to the Hirer because of school commitments.

CANCELLATION BY GHYLL ROYD SCHOOL

The school reserves the right to cancel without notice, any contract for the hire of school premises.

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Sports Hall Letting Application Form for Childrens Party
Academic Year 2018/19

Contact Name ……..

Date required……

Time required (3 hours block) ..……

For the purpose of……

(A signed copy of this form must be submitted by all lettings.)

I undertake to pay the approved charges and I accept the terms and conditions of usage set out.

Signature of applicant ……

Date……

(Please ensure you have also signed the child protection statement)

Name……

Address……

Daytime Tel Number…… Mobile……...

Email……

Please send the completed form together with payment (cheques made payable to Ghyll Royd School) to the address below.

Please note there is no telephone for use in the Sports Hall therefore you need to provide your own mobile telephone for emergencies.