



Ghyll Royd School

A foundation for life

EXTERNAL HIRERS LETTING FEES ACADEMIC YEAR 2019/20

	Per hour	Half Hour
Sports Hall	£42.50	£21.50
Sports Field	£21.50	n/a

Child Protection

All adults caring for, training, supervising, or solely in charge of children under 18 years of age, or vulnerable adults, on a voluntary or paid basis are required by law to be checked by the Disclosure Barring Service. Please sign here to confirm you are aware of this requirement and that, if necessary, the mandatory checks have been carried out in relation to this activity.

Signed.....

Date.....

TERMS AND CONDITIONS FOR USAGE OF SCHOOL PREMISES

Hirers shall ensure that they have a policy of insurance to cover all liabilities up to at least £2,000,000 (Two million pounds) and a copy of the current insurance certificate must accompany the booking form.

1. Invoices are produced on receipt of application and full payment is expected immediately for single bookings, half termly and termly bookings. Failure to comply will mean the booking is cancelled; this condition could result in future bookings being cancelled and may also incur a financial penalty. Hirers requesting a single booking will be required to pay the full amount in advance.
2. 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.
3. 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.
4. Any cancellation must be submitted in writing. **No refund will be made for notification received within 5 working days of the booked date.**
5. A hirer must not sub-let to another party.
6. Food, drink, and smoking are not permitted in any of the school buildings. Alcohol should not be consumed within the school grounds or buildings (except private functions by arrangement)
7. Appropriate footwear must be worn in the hall. Studded boots, spikes and blades, stiletto heels are not permitted.
8. 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.
9. 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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Letting Application Form Academic Year 2019/20

Contact Name

Applying on behalf of Organisation/ Group Name)

Booking for (please tick) Sports Hall
 Sports Field

Date / Dates required
(If it is easier, please attach a schedule of dates and times to this form.)

Time required.....

For the purpose of.....

Please tick if this is an extension of a current letting.

(A signed copy of this form must be submitted by all new lettings. Current lettings are also required to submit a signed form annually and where there is a change in the nominating officer).

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

I attach a copy of a valid Public Liability Insurance Certificate

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.

