



Ghyll Royd School

A foundation for life

EXTERNAL HIRE OF GROUNDS FOR EVENTS

Weekend Hire	£1,000
Daily Hire	£400

TERMS AND CONDITIONS FOR USAGE OF GREYSTONE MANOR GROUNDS

Hirers shall ensure that they have a policy of insurance to cover all liabilities up to at least £5,000,000 (Five 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 required at least one calendar month prior to the booking, the booking will only be guaranteed once payment has been made in full. Failure to comply will mean the booking is cancelled. A one-off damages deposit of £200 will also be payable which will be refunded within 7 days of your booking subject to any damages or costs being incurred.
2. **Hirers shall ensure that they have a policy of insurance to cover all liabilities up to at least £5,000,000 (Five million pounds) and a copy of the current insurance certificate must accompany the booking form.** Wedding Insurance is available from most insurance companies, if you would like to speak to the school insurers, L Wood & Co, they will be happy to discuss a policy.
3. The hirers will leave the premises in a clean condition and in good order and vacated not later than the day or 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. In the event of any other losses occurring as a result of the hirers usage of the property e.g. legal action, the school reserve the right to pursue the hirer for compensation for and repayment of these losses.
6. Any cancellation must be submitted in writing. **No refund will be made for notification received within 5 working days of the booked date.**
7. For a weekend booking access to the site will be permitted between 10.30am on Friday until 4pm on Sunday. Access outside these hours can be arranged with prior agreement but may be subject to an additional charge.
8. When you leave the site, it must be cleared of all rubbish to enable the full refund of the damages deposit.
9. If you wish to play amplified music, whether it be for a playlist, DJ or band, the music from live bands must finish at 11pm (as this is more intrusive) and all amplified music must be turned off by 11.30pm.
10. A hirer must not sub-let to another party.
11. To book The Party Field you must be aged 18 or over and during your hire period be responsible for:
your guests and employees.
the condition of the site and all property and equipment brought onto the site.
12. Bookings will only be taken for private or corporate parties, we are not able to offer the field for ticketed events.
13. The price and contract is based on a maximum of 100 guests. If your party exceeds this number please contact first to discuss.
14. For Events in excess of 3 hours Portable Toilets must be hired and provided on site.
15. If glass is broken during your stay, please be thorough when removing it.
16. Whilst we have made every effort to ensure the safety of the site, guests are only allowed within the boundaries of the fields, on the driveway or on the front steps of the Manor House. We will not be held responsible or liable for any accident, loss or damage whatsoever to persons, vehicles, equipment, tents, accessories or contents during your stay with us.
17. For your safety cars should be parked in the parking area and driveways only and not on the grass.



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18. Greystone Manor is situated in 7 acres of grounds but there is a busy road in the vicinity. Parents should ensure children are properly supervised at ALL times.
19. You must inform us if your Party includes Fireworks. These can only be arranged if you are using a professional company and cannot be lit after 11pm.
20. 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.
21. Hirers shall ensure that dogs are not permitted within the school grounds or buildings.
22. Should it be appropriate for your event, you are responsible for applying for a Temporary Event Notice (TEN) from Bradford District Council.
23. Finally we reserve the right to cancel any stay or party and ask you to vacate the site should you or your guests not adhere to these conditions, and no refund will be made.

CANCELLATION BY GHYLL ROYD SCHOOL

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

Grounds Hire Application Form

Contact Name

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

Time required.....

For the purpose of.....

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.....

Name.....

Address.....

Daytime Tel Number..... Mobile.....

Email.....

Please send the completed form to the address below.