

STAINES PREPARATORY SCHOOL  
3, Gresham Road, Staines-upon-Thames, TW18 2BT  
Tel: 01784450909 Email: fm@stainesprep.co.uk



## HIRE OF PREMISES AT STAINES PREPARATORY SCHOOL

With reference to your recent enquiry, please find enclosed an application pack for hire of the School premises. Included are details of our facilities, charges, terms and conditions of hire and information on insurance cover.

Please return the Hirers' Booking Form duly completed, together with your compliance deposit (refundable upon compliance – amount as agreed with School Facilities Manager) for the attention of Mr. Gavin McCoig, at the School address. All lettings must have the prior approval of the School Facilities Manager. 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 50% of the Hire Charges shall be paid immediately, a final invoice will be sent to you 60 days prior to the event and total payment must be received in full by the School. If a booking is required less than 60 days prior to the event the full cost of the booking is payable including the compliance deposit. An invoice will be sent to you on confirmation of your booking.

On completion of your event and the School deems the premises have been left in a satisfactory state, the compliance deposit 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, your deposit will be retained by the School.

If you wish to make an amendment to your booking, where possible, this must be done giving at least 7 School days' notice. If the Hirer cancels within 60 days of the date of the booking or fails to use the facilities hired, the Hirer shall pay the School the full hire charge, if the hire cancels prior to 60 days before the date of the booking, the Hirer shall pay 50% of the full hire charge. On very rare occasions it may be necessary for the School to cancel a booking at short notice. We accept that this may cause the Hirer great inconvenience, so every effort will be made to notify you as soon as possible should such a situation occur or to offer an alternative.

Thank you for choosing to make your booking with Staines Preparatory School. I wish you every success with your event.

Yours sincerely,

Gavin McCoig  
*Facilities Manager*  
**T:** 01784 450909  
**E mail:** fm@stainesprep.co.uk



## Introduction

We at Staines Preparatory School want your function to be as safe and trouble free as possible. We are committed to providing a safe environment for our users and have undertaken a risk assessment of typical functions for which the School is used.

From this risk assessment we have developed a set of rules that must be satisfied by both the hirer and their service providers prior to and during the event.

Please note that it is the responsibility of the hirer to give each supplier a copy of these health and safety rules. Any breach of these rules would be seen as grounds to stop the function with no refund given.

## Service Providers

Hazards identified include:

- Electricity – power to equipment
- Fire – from electrical equipment
- Manual handling of all equipment and stock
- Trips and falls from trailing cables
- Slips and falls (Inc. down stairs) on wet/slippery floors from spillages

In order to ensure that the service providers carry out their duties safely, the following rules will be applied;

Prior to the event:

- Copies of Portable Appliance Test (PAT) certificates for all electrical equipment to be brought onto the School premises should be sent to the Facilities Manager no less than two weeks before the event.
- The service providers must supply the Facilities Manager with a list of all equipment and stock that will be brought into the School. This list should be provided no less than one week before the event.
- A copy of the Staines Prep School Fire Risk Assessment and Fire Safety Policy are available on request and should be read prior to your booking.

Failure to provide this information could result in this service being unavailable for your function as the equipment will not be permitted on the premises.



On the day of the event:

- All service providers should appoint a site contact, who should make themselves known to the Duty Supervisor upon arrival at the School.
- The Duty Supervisor will check their equipment to ensure it has been tested for electrical safety and direct them to the area where they are to set up. The service provider will follow the Duty Supervisor's instructions.
- All service providers will be expected to bring all the necessary equipment to enable them to perform their duties. The School will not usually supply any equipment unless by prior arrangement with the Facilities Manager.
- If a service provider arrives at the School without the necessary equipment they will may be permitted to set up until they have resolved the problem.
- Trailing electrical cables should be avoided where possible and covered if they are absolutely necessary. Any extension leads required must be provided by the service provider.
- Service providers will be expected to clean as they go and, if necessary, should include an additional person on their staff to enable them to do this. Spillages must be cleaned up immediately. All refuse from the service provider should be removed from the premises.

Failure to follow instructions from the Duty Supervisor during the event will result in any service provider being asked to leave the premises and they will not be permitted to provide services at future functions.

### Hirer

The hirer is responsible for ensuring that all service providers are given a copy of this information pack, that they provide the necessary information prior to the event and that they comply with the rules in this pack.

The hirer is also responsible for liaising with the Duty Supervisor and ensuring that all service providers comply with the instructions from the Duty Supervisor.





**Booking form for hire of School premises (cont.)**

**RATES FOR HIRE (effective 1 September\* 2019)**

AREA	SIZE	COMMERCIAL RATE	COMMUNITY RATE
<i>Multifunctional Hall</i>	600m <sup>2</sup> (34m x 18m)	£55 per hr	£44 per hr
<i>Dining Hall &amp; Kitchen</i>	145m <sup>2</sup>	£40 per hr	£30 per hr
<i>Music Room</i>		£38 per hr	£30 per hr
<i>Classrooms (Lower/Upper School)</i>	30m <sup>2</sup> -60m <sup>2</sup>	£30 per hr	£20 per hr
<i>Outdoor All Weather Court</i>	850m <sup>2</sup>	£30 per hr	£24 per hr
<i>Outdoor Netball Court</i>	700m <sup>2</sup>	£30 per hr	£24 per hr
<i>Outdoor Cricket Nets</i>	70m <sup>2</sup> x 2	£24 per hr	£20 per hr
<i>Outdoor Grass Pitch</i>	8000m <sup>2</sup> approx.	£30 per hr	£24 per hr

***\*Further discounts may be available for multiple booking. Please contact the school to see if you qualify for community rates.***

**FURTHER CHARGES FOR HIRE**

+ 3% Public Liability Insurance cover will be added unless Hirer's certificate of insurance is attached

**ADDITIONAL REQUIREMENTS/SPECIAL REQUESTS IN RELATION TO BOOKING:**

Interactive Boards (*only available in classrooms*) - £20 per unit (daily rate)

Sport Equipment (*please contact school to check availability and cost*)

Musical Instruments (*please contact school to check availability and cost*)

Peter Roberts Hall Cricket Nets - (*please contact school to check availability and cost*)

Staging - £40 per booking



Booking form for hire of School premises (cont.)

**Please complete table to indicate your requirements.**

MONTH	DAY(S)/DATE(S)	LOCATION	START TIME	END TIME	TOTAL HOURS	COST PER HOUR	TOTAL COST
TOTAL COST OF BOOKING						£	
Compliance Deposit						£ 250.00	
ADDITIONAL REQUIREMENTS/CHARGES – 3% Liability Insurance (unless own certificate is attached <input type="checkbox"/> )						£	
TOTAL CHARGES						£	
Received			On:				
			By:				
Outstanding Balance			Due				
			By:				
Availability Checked and Agreed:							

Please continue on separate sheet if necessary.

NB. Time must be included for setting up and clearing up within your booking period– no additional time allowances are given for this.

**PLEASE NOTE - THE USE OF HELIUM CANISTERS FOR INFLATING BALLOONS IS NOT PERMITTED WITHIN THE SCHOOL BUILDINGS OR GROUNDS.**



Booking form for hire of School premises (cont.)

COMPLIANCE DEPOSIT

A refundable compliance deposit of £250.00 is required to secure a provisional booking. Please provide your bank details for swift return of the compliance deposit:

Name: \_\_\_\_\_

A/C \_\_\_\_\_

Sort code: \_\_\_\_\_

ADDITIONAL INFORMATION

Will there be music? YES/NO

Do you wish to serve food? (For dining hall only) YES/NO

If YES please state if hot or cold food: HOT/ COLD

Will you be providing alcohol at your function (license would be required)?  
YES/NO

Name (in block letters):  
\_\_\_\_\_

On behalf of (if applicable):  
\_\_\_\_\_

Please note that a booking of School premises exists only when it has been confirmed in writing by the School and all fees and charges have been fully paid.

EQUAL OPPORTUNITIES

It is the policy of the School to ensure that its premises can be made available to all sections of the community.

DECLARATION

I hereby acknowledge that I have read and fully understand the Conditions of Use which solely govern the provision of all services supplied by the School. I agree to be bound by the terms and undertake to comply with them in all respects.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## STAINES PREPARATORY SCHOOL HIRING OF PREMISES CONDITIONS OF USE

The use of School premises is permitted under the following conditions, which may change from time to time.

### DEFINITIONS

For the purpose of these 'conditions' the following definitions apply.

- 1.1 'School' — The Governing Body and the Bursar or person authorised to act on behalf of the Governing Body of Staines Preparatory School Trust
- 1.2 'Hirer' — The person or organisation who has signed the School's Application for Hire Booking Form irrespective of whether or not a charge is made for use of the premises
- 1.3 'Let' or 'Letting' — Where the School has issued a written confirmation to the Hirer that School premises may be used in accordance with the applicable Conditions of Hire.
- 1.4 "Block Booking," means a contract for a series of hire periods, which also includes bookings by clubs, societies or any other groups or organisations

### 2. PREMISES AVAILABLE FOR HIRE AND CHARGES

- 2.1 School premises available for hire and the scale of charges are as stated in Section 1 attached. The use of the premises will include use of ladies and gents toilets and such tables and chairs and equipment as are determined by the Hirer and School at the time the booking is confirmed, together with free car parking facilities within the School grounds up to a number agreed, when the premises are hired.
- 2.2 School equipment, material, students' work etc., may NOT be used, or moved without the prior consent in writing of the School.
- 2.3 The Hirer shall not bring onto School premises, or use any equipment or materials, without the School's prior written permission. This includes:
  1. Any equipment for heating food
  2. Any equipment involving combustible material e.g. (helium canisters for filling balloons)
  3. Film projectors using flammable film
  4. Curtaining, scenery, structures or other effects
  5. Wall attachable items
- 2.4 Only that part of the premises hired, apart from access, toilets and areas designated for



car parking, may be used. Hirer to ensure persons attending premises hired shall not enter upon any other part of School premises.

2.5 All lockers must be vacated at the end of the agreed hiring period

### 3. HIRER

3.1 When the Hirer signing the Booking Form is an individual, he/she must be over 18 years of age. A person authorised to sign on behalf of an organisation must be over 18 years of age.

3.2 The Hirer, being the person, or organisation, signing the Booking Form, shall be responsible for observance of the School's 'Conditions of Hire' and must be present throughout the period of the letting.

3.3 The Hirer undertakes to comply with all instructions relating to the hire of the Premises made by the School's on-site representative.

### GENERAL CONDITIONS

1. The Hirer, who must be over the age of 18 years, must sign the application form. The premises hired shall be used only in accordance with the conditions agreed when written Confirmation of Hire has been made by the School. The Hirer may not transfer the hire to any other person, or group, or assign or sublet any part of the premises, without the prior written agreement of the School.
2. 50% of the hire charge shall be paid immediately at time of booking, the remaining 50% to be paid 60 days before the commencement of the event, or full payment if less than 60 days.
3. If the Hirer cancels within 60 days of the date of the booking or fails to use the facilities hired, the Hirer shall pay the School the full hire charge. If the Hirer cancels prior to 60 days before the date of the booking, the Hirer shall pay 50% of the full hire charge.
4. The School reserves the right to:
  - a) cancel the letting at any time without reason and, in such event, shall not be liable for damages or otherwise in respect of such cancellation; the School will endeavor to find suitable alternative accommodation.
  - b) cease the letting if the Hirer fails to comply with the fire and health and safety regulations.



- c) relocate lets depending on need and circumstances and alter times where necessary.
5. The Hirer shall not assign or sublet the premises or any part of the premises.
  6. Authorised Officers of the School may enter the premises at any time for any reason during the period of hire.
  7. The Hirer is responsible for the area of the premises hired and access and egress routes for the period of hire.
  8. 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 Caretaker the premises are not left clean the Caretaker will clean the premises and the cost will be recovered from the Hirer.
  9. All Hirers must comply with the allocated times of the booking; failure to adhere to this condition will incur costs from the deposit for any additional extra time. The Hirer shall ensure that any music is turned off at least 45 minutes before the end of the letting time and that all attendees are off the School site by the end of the Letting Time (NOT STARTING TO CLEAR UP).
  10. When classrooms are hired for use the Hirer will be responsible for ensuring that pupils' property, work and School equipment is not interfered with in anyway.
  11. Any damage, litter or disorder upon the Hirer's arrival to the premises should be reported to the Caretaker on site.
  12. The time stated on the application form must include the preparation time and clearing up time required.
  13. The premises may normally be used between:
    - 6.00 p.m. to 10.00 p.m. Monday to Friday inclusive
    - 9.00 a.m. to 10.00p.m. Saturdays
    - 9.00 a.m. to 8.00 p.m. Sundays
    - (Subject to variation)
  14. The School's code of conduct for staff does not allow employees to accept cash from individuals or organisations. Please ensure that no such offers are made to School staff as refusal to accept may cause offence. Any small gifts of appreciation may be passed to the appropriate member of staff via the Bursar of the School or the Headmaster.
  15. No additional staging, curtaining or scenery may be erected without the previous consent

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in writing of the 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 Premises nor taken away while the premises are in normal use. Storage facilities cannot normally be provided. Any property not removed by the Hirer may be removed by the School and charges may apply.

16. Bills of announcement of meetings or any form of advertising of forthcoming events taking place in the Premises may only be displayed on School premises with prior agreement of the School Facilities Manager.

17. BLOCKBOOKINGS: PAYMENT OF CHARGES, TERMINATION

- a) If there is no longer period than one month between the first and the last Hire Periods in a Block Booking the hire charge shall be paid in full immediately the Contract is made.
- b) In all other Block Bookings the Hire Charge in respect of the Hire Period occurring between the date of the Contract and the end of the complete calendar month next following that date shall be paid immediately the Contract is made and thereafter the Hire Charge in respect of the Hire Periods occurring in each calendar month shall be payable in advance on the first day of each month.
- c) If no termination date for the Block Booking is specified in the Particulars the Contract shall continue until terminated by either party giving two weeks' notice in writing to the other party. Should the Hirer fail to comply with any of his obligations under the Contract the School may (without incurring any liability to the Hirer) terminate that Contract on giving immediate notice to that effect to the Hirer and without any monies paid by the Hirer to the School having to be refunded.
- d) Termination or alteration of the Contract by the Hirer not specified in the particulars must be completed in writing giving two weeks' notice. If the Hirer fails to give the required notice, the Hirer shall be held responsible for any cancellation and charged as per the Particulars.

18. FACILITIES MANAGER AND CARETAKER DUTIES IN CONNECTION WITH LETTINGS

The Facilities Manager/Caretaker is the School Officer supervising your letting.

The Facilities Manager/Caretaker 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) Room(s) to be hired are unlocked and 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) The security of the site is ensured at all times while the letting is taking place. Premises are regularly patrolled and the entrance(s) are monitored. All other entrances will be kept locked and made suitable for means of escape purposes only.
- (d) Premises are checked before and at the end of each 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) When 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) 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; in the event of an emergency, telephone for assistance (e.g. ambulance, etc.) and assist the organisation(s) on the School site.
  
- (g) They remain on the School premises throughout the duration of the hire.

#### IMPORTANT NOTE

The Caretaker is not allowed to change the starting or finishing time of a letting or to change any of the Conditions of Hire without first seeking approval from the School Facilities Manager.

#### 19. HEALTH AND SAFETY

There will be NO SMOKING on School premises.

- 20. 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 neighborhood or interfere with any existing occupation or with School activities.
- 21. 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.
- 22. The Hirer must arrange for an adequate number of responsible stewards to be present throughout the period of hire to assist in the preservation of order. At no time during the hire may the number of persons present exceed the maximum stated in the application form or stipulated in the acceptance.

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23. The Hirer is responsible for arranging any first aid provision for their organisation's members whilst on the premises.
24. 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 the School) is present on the premises and members of the organisation may remain on the premises only as long as the Hirer or their deputy is present on the premises.
25. Any electronic equipment brought onto the site will be the responsibility of the Hirer.

### ADDITIONAL FACILITIES

26. The use or movement of School furniture is granted only on application to and at the direction of the Facilities Manager who shall be satisfied that any movement will be carried out under the School representative's supervision.
27. Chairs and furniture may not be removed from classrooms or staffrooms without written permission of the Facilities Manager or the Bursar. Chairs located in halls are included in the hiring charge. Chairs must not be removed from the premises for use on playing fields or playgrounds.
28. Design Technology, Food Technology rooms, Science Laboratories, Workshops, Staffrooms and other specialist rooms, are not normally available for use by the general public and any such use will be granted only in certain circumstances at the discretion of the School Facilities Manager who will ensure that such use, when granted, does not impair the efficiency of these rooms or their normal purpose.
29. The use of the School facilities, such as audio visual equipment, computer equipment, etc., is not allowed unless prior approval has been given by the School.
30. The School must be advised if food will be brought onto the premises. The School operates a nut free environment. Cooking is only permitted in the School's kitchen with prior agreement.
31. 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 residents' driveways. Parking is only allowed in the designated car park.
32. NUISANCE TO NEARBY HOUSES AND RESIDENTS



- The Hirer shall ensure no nuisance is caused to the residents of nearby houses by reason of the letting.
- Noise, particularly music, shall be no more than as deemed reasonable by the School's on-site representative.
- The Hirer shall encourage guests/visitors to the event to park vehicles in the parking bays within the School car park. The School may call for evidence that this has been done before permitting a function to commence.

33. INSURANCE COVER

- 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.
- 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 School or other third parties.

34. DEPOSITS

Deposits are requested for all lettings. The deposit will not be returned should a breach of any term or condition or cancellation of the letting by the organization occur. The School reserves the right to retain the deposit for any damage/loss/cancellation/ amendment/alteration.

## **EMERGENCY EVACUATION PROCEDURES**



- If you discover the fire raise the alarm by pressing in the nearest fire call point glass.
- Immediately evacuate the building leaving all belongings behind.
- Use the nearest exit to lead the children / adults out.
- If it is safe to do so, check all rooms including toilets, changing rooms.
- Close the doors behind you as you proceed.
- Gather at the fire assembly point at the rear of the sports field next to double gates away from the school buildings.
- Make a head count.

**DO NOT RE-ENTER THE BUILDING UNTIL INSTRUCTED TO**  
**DO SO BY AN AUTHORISED PERSON!**