THE OLD BRAMPTON SCHOOLROOM BOOKING FORM

Please return to: Anne Farrow, Bookings Secretary Old Brampton Schoolroom Main Road Old Brampton S42 7JG Tel: 01246 568308 anne.farrow@oldbramptonchurch.org.uk	For office use only: Receipt No:	

ALL BOOKING TIMINGS **MUST** INCLUDE TIME FOR SETTING UP & CLEANING UP

Start time	Finish time	Total hours required	@ £13.50 per hour weekdays @£15.75 per hour weekends	Total amount due
EVENT DETAILS (please give details of activities and any equipment to be used)				

All fees must be paid at the time of booking.
BACS payment only please
to The School Charity Sort code: 05-03-68 Account no: 28934932
(please give your name as reference).

We will contact you to arrange access via the mobile number you supply on this form, prior to the start of your hire. In the unlikely event of you not being contacted please contact Anne Farrow on 01246 568308 for instructions.

Please check the details, complete, sign and return a copy of this agreement with confirmation of payment as soon as possible to secure your booking. Submittance of the hire form and payment of hire fee constitutes acceptance of hire conditions as attached. Thank you for booking the Schoolroom.

I have read the conditions (attached) and accept any responsibility for the hire of The Schoolroom.

Name:

Telephone:

Email:

THE OLD BRAMPTON SCHOOLROOM CONDITIONS OF HIRE

GENERAL

1.0 Government Restrictions These conditions of hire are subject to any government restrictions (such as COVID-19) that are in place at the time of booking. Any such government restrictions may modify or limit the use of the Schoolroom and take priority over the conditions of hire outlined below.

2.0 Hiring The hirer shall be a responsible person over 18 years of age and must ensure the following conditions are observed.

3.0 Maximum capacity The hirer shall ensure that the maximum occupancy of the premises as set out below is not exceeded: 50 seated OR 80 standing/informal space arrangement.

4.0 Behaviour No person shall be allowed to enter or be upon the premises that are likely to behave in an unseemly or disorderly manner.

5.0 Animals. No dogs, other than assistance or support dogs, or any other animals, are permitted in the Schoolroom. There is provision outside the schoolroom for tying up dogs together with a bowl for drinking water which hirers can refill.

6.0 Alcohol The sale of alcohol on the premises is prohibited. The consumption of alcohol for community or charitable events is allowed providing that hirers who bring alcohol do so strictly for their own consumption.

7.0 Gaming The hirer shall be responsible for ensuring that any games played for money comply with the law.

8.0 Third Party Liability The hirer agrees to indemnify the School Charity against all legal responsibility in respect of damage caused to any person and third-party property on the premises during the period of letting, whether arising by accident or by any act of omission of the hirer or the body or society on whose behalf the letting is made. Our Public Liability Policy covers non-profit making organisations (providing that we have been advised of such activities taking place).

9.0 Provision of food The trustees of the School Charity accept no liability whatsoever for any food brought onto the premises by the hirer for consumption during the hire period. Where agreed in advance, the hirer may use the food preparation area for the preparation and serving of food, and must ensure that any persons consuming food provided by the hirer have been made aware in advance of any food content that may affect particular allergies.

10.0 Safeguarding. It is the responsibility of the Hirer to ensure the safety of all children and vulnerable adults at all times at any event. User groups specifically for children and/or vulnerable adults should provide the trustees with a copy of their safeguarding policy at the time of booking.

CHARGES, PAYMENT & CANCELLATION

11.0 Hire Charges

The minimum charge for all bookings is 2 hours at £13 per hour Monday-Friday and 2 hours at £15 per hour on Saturdays and Sundays

- The charge includes the use of the facilities within the Schoolroom and the outside space (car park)
- Hire charge is payable at time of booking.

12.0 Payment Payment by bank transfer only please, unless other specific arrangements have been made in advance.

13.0 Cancellation At least 48 hours notice must be given of a cancellation otherwise the hire charge will not be refunded. In event of the bookings secretary having to cancel the booking, as much notice will be given as possible and any booking payment will be refunded in full. No further recompense will be given.

PRACTICAL ARRANGEMENTS

14.0 Times of hire The time booked MUST include time for set up and clearing away. If the booking runs over, further time will be charged at the appropriate rate by the hour.

15.0 Access & Opening Arrangements To allow greater flexibility to the hirer, individual arrangements for access will be made on confirmation of booking. When leaving, the hirer should ensure that both outer doors are closed and locked.

16.0 Housekeeping & Damage

Hirers are required to ensure that:-

- All tables and chairs are wiped clean and returned to their original position and that the food preparation area floors are swept clean, and all carpeted areas are vacuumed.
- All crockery etc is washed and put away, and that no items are left out on worktops, draining boards or windowsills.
- All food/drinks are removed from the fridge.
- Ensure all lights are switched off before leaving.
- Any damage caused to the premises, furniture, crockery or equipment is reported to the bookings secretary
- The hirer shall take responsibility for making good any damage to a satisfactory manner.
- Small items of non-recyclable rubbish should be placed in the bin in the food preparation area, and larger items should be taken away for disposal.
- Please take home all recyclable items (there is no recycling onsite).
- Please DO NOT put any rubbish in the bin next to Church Lodge - these are private bins and NOT for Schoolroom use.

17.0 Lost Property Any personal items left for more than 14 days will be disposed of where the owner cannot be traced.

18.0 Complaints Any complaint shall be made in writing to the bookings secretary or the Schoolroom Charity Trustees.

HEALTH & SAFETY ADVICE FOR HIRERS

Please read the Health & Safety Policy and General Risk Assessment to be found in the file in the Food Preparation area.

19.0 Fire Safety

19.1 Smoking and vaping is not permitted in the building.

19.2 No naked flames (eg. candles) or supplementary lighting via the mains is permitted without prior permission from the bookings secretary.

19.3 The fire exits in the hall and corridor must be kept clear at all times.

19.4 A water extinguisher is located in the main hall for wood, fabric and paper fires. A fire blanket is located in the food preparation area together with a powder extinguisher by the microwave.

19.5 In the event of fire:-

- Instruct everyone to leave the building using the nearest exit (close all doors on way out) and assemble in front of Church Lodge by the lychgate
- Call the Fire Service on 112 or 999.
- Give full address: Old Brampton Schoolroom, Main Road, Old Brampton, S42 7JG and/or What3words location: gentlemen.budgeted.spinning
- Ensure the building has been evacuated and that occupants do not re-enter the building to collect personal items
- The hirer should report to the Fire Service's Officer in Charge that everyone is safe or should inform them of their last known whereabouts

20.0 First Aid It is the hirer's responsibility to provide first aiders for organised events. A First Aid box is available in the Food Preparation area. Please tell the bookings secretary if you use any items so that they can be replaced.

21.0 Accidents Please report all personal injuries, accidents or near misses in the Accident Book, and inform the booking secretary.

Submittance of this hire form and payment of hire fee constitutes acceptance of these hire conditions.