

**Application for the use of School Premises: Regular/Ad Hoc Booking** *(delete as appropriate)*

I:	Apply on behalf of:
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to use accommodation as detailed below in Epsom and Ewell High School

Date(s)/Every	Session Start & Finish Time From:	To:
Termly bookings only:	First Session Date	Last Session Date

*NB. Bookings of less than 10 sessions AND which require SPORTS equipment MAY be eligible to pay VAT. You will be advised on application.*

For the purpose of:	Number of People:
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- I accept the terms and conditions of usage as printed overleaf
- I agree to pay the required hire charges
- I attach a copy of our current Public Liability Insurance Certificate
- I attach a copy/copies of relevant DBS documentation/Not applicable
- I have read & understood the emergency procedures attached


**Please return signed copy with your form**

Signature:	Date:
Contact No:	Email:
Address:	
If the applicant will not be personally present during the usage, who will be responsible?	
Name:	Email &/or Contact Number:

**Accommodation required:**

- Sports Hall
- Gym Hall
- Lanham Hall
- Classroom
- Specialist Classroom
- Outside MUGA
- Other


**Equipment Required:**


**Terms and conditions of use for Epsom & Ewell High School (Academy) premises**

**Please read carefully and sign to indicate your acceptance.**

**1. General**

- (a) All bookings are to be made using this form and the person signing the form will be deemed to be the Hirer, and in full acceptance of these Terms and Conditions. EEHS will provide written confirmation of bookings.
- (b) Half a terms notice must be given for any cancellation of a booking or the booking fees will be charged.
- (c) Payment of the appropriate hire charges, as invoiced by the Finance Officer, will be made on demand. Failure to do so may result in suspension of your booking without notice.
- (d) Hirers must not sub-let to another party or use the premises for any other purpose other than that which was stated on the hire form
- (e) The premises will be left clean and in good order and vacated not later than the time booked. The hirer shall reimburse any costs incurred by the Governors in cleaning the premises after the hiring or repairing any damage caused by the Hirer. No preparations of any kind are to be used on the floors by hirers.
- (f) The Hirer will have access **only** to the specific room(s) let to them, including the nearest toilets/cloakroom. The Hirer is not permitted to enter any other part of the premises (including the staff room).
- (g) The Academy does not accept responsibility for the loss, damage or theft of any article brought into the premises, including vehicles parked on site.
- (h) Epsom & Ewell operate a No Smoking policy at all times throughout the premises.

**2. Insurance**

- (a) **Hirers shall ensure they have a policy of insurance to cover such liability of up to at least £5 million** (amount as advised by the Risk Management and Insurance Unit). A copy of the current Insurance Certificate **MUST** be provided to the Lettings Office at time of booking. Failure to provide evidence of adequate insurance may lead to suspension of your booking by the Business Manager (acting on behalf of the Governors) without notice.
- (b) Groups that do not have their own insurance policies will be obliged to pay a 15% surcharge to cover insurance costs.

**3. Social Events and Performances**

- (a) No intoxicating liquor will be brought on to or consumed on the premises except at a function organised by a body or bodies which the Governors of the Academy shall have approved.
- (b) Where a licence for the sale of intoxicating liquor is necessary for a function the responsibility for obtaining such a licence is solely the Hirer's.
- (c) In the case of lettings for music, singing or dancing, or stage plays the entertainment must be for a closed organisation (eg Club or Drama Group) only. Epsom & Ewell High Academy **DOES NOT** have a licence for public entertainment.
- (d) When staging plays or musical performances it is the responsibility of the Hirer to ensure that the usual copyright and requirements of the Performing Rights Society are fulfilled, or in the case of exhibition of film or television work whether a licence under the Cinemas Act 1985 is required.

**4. Equipment Hire**

- (a) The hirer may hire additional equipment from the Academy by request (e.g sports equipment, stage blocks, tables and chairs.) There will be a charge for any equipment used and for setting up/taking down equipment if appropriate, to be agreed at time of hire. The Academy is not obliged to provide sports equipment and the hirer may bring their own equipment if they prefer. Any electrical equipment must carry a current safety test certificate or label.
- (b) Any seating, tables or other equipment used must be removed before Academy reopens the following day or, in the case of consecutive evening bookings, before the next hirer starts their session. This can be done by the Hirer themselves or by our caretaker (by arrangement).
- (c) Equipment must be returned in the same condition as lent. The Hirer will be expected to pay for replacement equipment in the case of damage, however caused. The Academy accepts no responsibility for any damage, loss or theft of any equipment brought on to the site by the Hirer.

**5. Health & Safety**

- (a) It is the Hirer's responsibility to comply with Health and Safety legislation and to protect and safeguard the premises, and the people therein, during the period of hire. The Hirer should provide enough coaches/supervisors/stewards or other responsible persons to maintain order, at a level appropriate for the activities being undertaken.
- (b) The Hirer shall at no time exceed the number of people to be allowed in one area as advised by the Academy.
- (c) The Hirer must make themselves aware of the emergency procedures as outlined in the "Emergency Procedures" (attached) and ensure that all group members are also informed.
- (d) The Academy requires hirers should have their own adequate First Aid Kit and a qualified First Aider.
- (e) DBS checks should be obtained for any activity involving children and/or vulnerable adults. Please supply at the time of booking DBS numbers.

**6. Disputes & Revocation**

- (a) Any dispute regarding the use of Academy facilities and equipment by an external hirer shall be settled by the in the first instance by the Business Manager and if necessary referred to Academy Governors.
- (b) The Business Manager (acting on behalf of the Governors) reserves the right to revoke any contract for the hire of Academy premises, without notice. In such circumstance the Academy will refund the booking fee but accept no liability for loss incurred as a result of the cancellation.
- (c) The Governors may withdraw permission to use Academy playing fields in the case of inclement weather

**I the undersigned confirm that I have read, understood and agree to the above terms and conditions:**

..... **Date:**.....

### Lettings Emergency Procedures

#### **Raising the alarm**

- Commence evacuation of the immediate area.
- Break glass at the nearest Fire Alarm Point.
- Contact the on-site member of staff:
  - Lettings Mobile 07938 731901
  - Mr Dave Evans, Premises Manager 07730 370581
    - Or if not available
  - Mrs Sonia Talsi on 07946 503681
- The fire alarm is a two tone alarm throughout the building, with a message 'ATTENTION PLEASE. FIRE HAS BEEN REPORTED. PLEASE LEAVE IMMEDIATELY BY THE NEAREST EXIT'.
- Emergency services will be contacted by site staff.

#### **Fighting fire**

Fire fighting must ALWAYS be secondary to life safety. Fire extinguishers provided in the school are to aid your evacuation, should you need them. Unless the fire is particularly small or has only just ignited, the school does not expect anyone to fight a fire.

#### **Evacuation**

On hearing the alarm, all persons should evacuate the building by the nearest fire exit and make their way to the assembly point in the playground.

Noise should be kept to a minimum during the evacuation in order that instructions can be heard.

No-one must be allowed to re-enter the building to retrieve their belongings until permission is given by the Fire Service, or in the case of a drill, by school staff.

#### **Assembly**

All persons must assemble in front of the Multi Use Games Area on the playground side.

#### **Roll call**

Due to the ad-hoc nature of some lettings it may be impractical to have a strict "register" system, however, it will remain the responsibility of the person in charge to ensure that all persons under their control are accounted for. If anyone is missing, please inform the member of school staff on duty/Fire Service as soon as possible.

DO NOT send anyone back in the building to search.

#### **Issued by EEHS H&S Officer (Autumn 2107)**

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