



# **THE APPLETON SCHOOL**

## **TERMS AND CONDITIONS FOR THE HIRE OF PREMISES AND FACILITIES**

**2022/2023**

**CONTENTS**

**Methods of Contact..... 3**

**Out of Hours Fire Evacuation..... 4**

**Map of Fire Evacuation..... 5**

**Booking Conditions..... 6**

**Charges..... 6**

**Insurance..... 6**

**School Responsibilities..... 7**

**Hirer Responsibilities..... 7**

**Sports Hall..... 8**

**Copyright & Entertainment..... 8**

**Alcohol ..... 8**

## **METHOD OF CONTACT**

Mrs Kerry Martin  
Lettings Co-ordinator  
The Appleton School  
Croft Road  
Benfleet  
Essex, SS7 5RN  
Tel: 01268 794215

[lettings@theappletonschool.org](mailto:lettings@theappletonschool.org)  
[www.theappletonschool.org](http://www.theappletonschool.org)

Contact with regards to bookings, cancellations and finance.

## **Duty Caretaker**

Mobile No: 07983714951

Contact for queries relating to the booking on the night / day

## OUT OF HOURS FIRE EVACUATION

The Fire Alarm consists of a continuous Sounder. If a fire is discovered sound the alarm immediately - do not attempt to fight the fire.

**When the alarm sounds:**

**Close all windows.**

**Lead the class/party out**, instructing the last student/guest to shut the door. (If you are leaving a room where there is a fire, you must not leave until all students/guests are out). Proceed in a quiet and orderly manner to the playground assembly area in accordance with the exit directions.

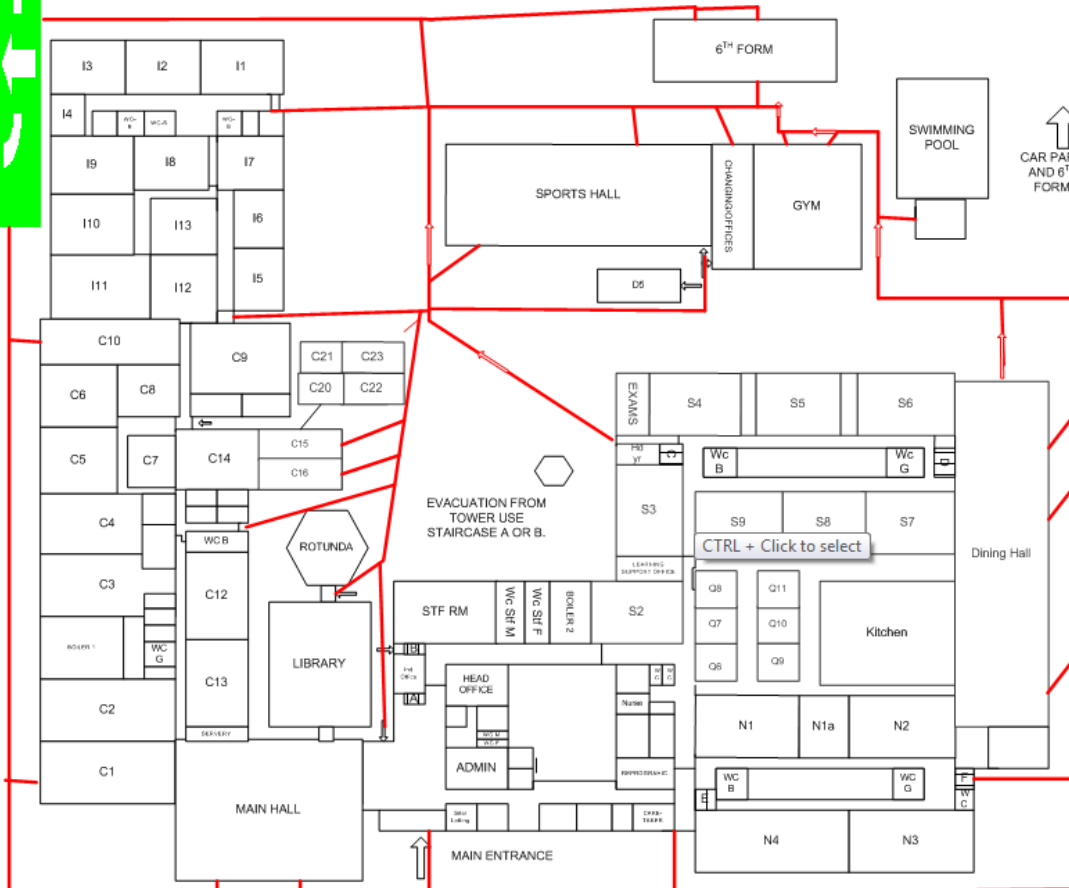
Hirers are advised to familiarise themselves with the fire drill and the exit instructions for the area(s).

The fire alarm is on independent circuits in five areas of the school:

Main block – North, South, Halls, Resource Centre, CDT, Admin, Towers  
IS English & Music Block  
Sports Hall  
Swimming Pool  
Demountables

Duty caretaker should call the fire brigade - if in doubt call 999.

## MAP OF FIRE EVACUATION



CAR PARK  
AND 6<sup>TH</sup>  
FORM

The Appleton School Fire Drill

## **BOOKING CONDITIONS**

- It is the responsibility of the Hirer to read and understand these conditions of hire prior to the hiring taking place and should ensure all persons who attend the premises are made aware of the conditions that apply to their hire.
- Any booking shall be made in writing by completing the Lettings Form. Lettings will only be accepted from persons over the age of 18.
- The School reserves the right to decline a Letting.
- The School reserves the right to cancel any booking without notice where the school considers it necessary to do so.
- Set up and clearing away time should be included within your booking time.
- Caretaking staff will not be available for setting up or clearing away, unless by prior arrangement with the School.
- No smoking is permitted on any parts of the School Premises at any time.
- Parking will be permitted in designated areas, leaving access for emergency vehicles. Any persons bringing their vehicle on site do so at their own risk and the school does not accept any responsibility for any damage caused to or any injury to any person or the property of the school by the vehicles or the presence of such vehicles on the schools premises.
- The School cannot take any liability for any loss of any valuables or possessions that are lost or damaged whilst on the School site.

## **CHARGES**

- The Hirer shall be personally liable for the payment and charges in respect of the hire. All sums payable will be invoiced monthly in advance by the school and such sums shall be paid in full within 15 days of the date of the invoice or prior to the date of the hire if less than 15 days. A deposit of 25 % of the full charge shall be paid with the booking form, which will be reviewed for long-term lettings.
- If the Hirer gives 7 days or more notice of cancellation prior to the date of hire, the deposit and Hire fee will be returned or credited to the following months invoice. However, if less than 7 day's notice is given full charges will be payable.
- Hire Charges are reviewed annually.

## **INSURANCE**

- The Hirer must have Public Liability Insurance with cover not less than £10million in respect of any one accident or occurrence, evidence of the insurance must be produced to the school at the time of booking.
- The School shall not be liable for any injury or damage to or loss of property, which shall or may occur to the hirer, his assistants, servants or agents, or others entering on the property in the exercise or purported exercise of the hiring, with the exception of injury or damage as may occur by reason of the negligence of the School, its servants or agents acting within the scope of their authority.

## SCHOOL RESPONSIBILITIES

For the duration of the letting period schools will be responsible for ensuring the following provision:

- Adequate means of escape in an emergency and Fire extinguishers available.
- Adequate heating, lighting and ventilation. This should include external lighting where required.
- Safe Equipment and premises.
- Individual arrangements should detail which equipment should be used and which not.
- Duty Caretaker available on call to deal with defects to school plant or equipment and to ensure premises are secured.
- Arrangements are in place to ensure the security of the premises at the end of the letting period if appropriate.
- **Hirers of the swimming pool should read and sign the PSOP.**

Schools will be required to carry out periodic monitoring of hire activities to ensure compliance with hire conditions.

## HIRER RESPONSIBILITIES

For the duration of the letting period the hirer will be responsible for ensuring the following:

- The Hirer must comply with any H & S requirement and ensure that all visitors, staff and helpers comply.
- The Hirer is responsible for carrying out a Risk Assessment and a copy will need to be provided with the Lettings Form.
- Hirers must ensure that the number of persons admitted do not exceed the maximum determined by the school to comply with safety standards. (Details of the numbers permitted will be given by the school at the time of application.)
- Notify the Caretaker immediately in respect of all accidents, which may arise during the hiring period and an accident report form is completed.
- The hirer will be responsible for ensuring that all relevant recruitment and vetting checks including DBS Checks have been undertaken on their staff who work with children and young people and adequate supervision dependant on numbers and ages is in place throughout the activity.
- No school equipment, other than that specified at the time of letting is used. School furniture shall not be moved by the hirer except by arrangement with the Duty Caretaker. Any equipment or furniture moved by prior arrangement is to be replaced at the end of the period of hire.
- The Hirer is responsible and liable for the preservation of good order and for any damages or losses that may be done to the schools property during the hire.
- The Hirer shall immediately make good (at its own cost and expense and to the satisfaction of the School) any such damages or losses to School Property.
- Familiarity with emergency exits, procedures and equipment such as fire extinguishers. Hirers should provide their own First Aid kits. Hirers should establish an emergency evacuation plan which details who will be responsible for taking control and following the Schools Out of Hours Fire Evacuation procedures on page 4. Consideration should be given to the needs of any disabled participants as disabled facilities are limited.

- Registers of persons attending should be kept.
- Facilities and equipment are used in a responsible manner, which does not compromise the safety of the users or the premises and equipment.
- Emergency exits, fire extinguishers, alarm points are not obstructed. Adequate walkways are available to allow free and easy access and egress. No Flammable and/or hazardous substances are to be used.
- Equipment is used for the purpose for which it was designed.
- The Hirer shall procure no nails, tacks, screws etc., shall be driven into, or adhesives fixed to walls, floors, ceilings, furniture or fittings and no decoration of any kind shall be put up.
- The Hirer shall procure that no footwear likely to damage the floors is worn during the course of the hire.
- Litter and property belonging to the hirer or his servants or agents, is to be removed by the hirer at the end of the period of hire. Any costs incurred in removing these items will be paid by the hirer.
- Alterations to lighting or heating systems are forbidden. Any electrical appliances the Hirer brings on site must be have been PAT tested.

## **SPORTS HALL**

- The Sports Hall can only be used for certain sports and as such only indoor trainers are permitted.
- No outdoor footwear or spikes can be worn.

Please discuss your requirements with the school prior to booking.

## **COPYRIGHT & ENTERTAINMENT**

- The hirer or his servants or agents shall not infringe any copyright or performing rights.
- Where the hire involves the use of sound recordings or music is played, groups will not be covered by the licenses purchased for the school premises.
- The hirer must seek clarification from the relevant licensing authority prior to the premises being hired and the relevant licence purchased, if required, at their own expense and shall ensure compliance with any conditions imposed by the license.
- The Lettings Coordinator will require from the hirer sight of the relevant licence(s) at the time of booking the premises. A licence may also be required for the performance of a dramatic or musical work.
- The Hirer hereby indemnifies the School from and against all actions, proceedings, costs, claims, damages, losses, liabilities or demands of whatsoever kind arising out of the performance of copyright works on the Schools premises/facilities or by reason of an infringement of copyright, performing right or any other intellectual or industrial property rights occurring during the period of hire.

## **ALCOHOL**

- Alcohol shall not be sold, supplied or consumed on the School's premises except by prior written approval of the School and subject always to any necessary licence having been obtained by the Hirer at the expense of the Hirer.