

HOW TO CONTACT US...

All Saints CofE Primary School
Upper Beulah Hill
Upper Norwood
London
SE19 3LG

Tel: 0208 771 9388 Fax: 0208 653 5466
Email: sbm@allsaintschool.croydon.sch.uk

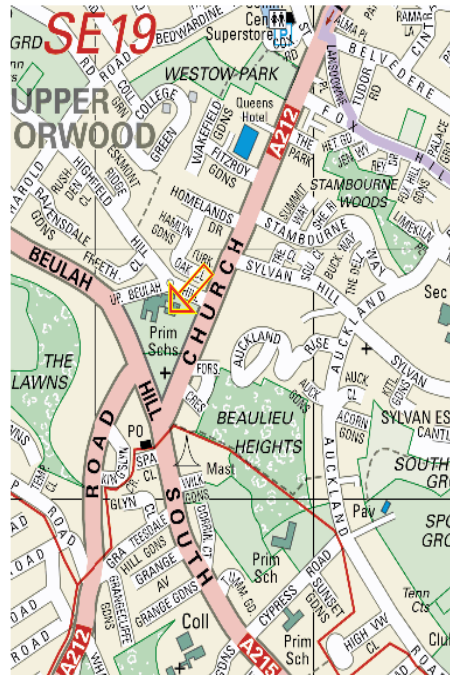
HOW TO FIND US...

All Saint School is easily accessible from Croydon and Crystal Palace. South Norwood Railway Station and local buses are only a short walk away.

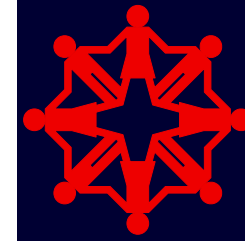
By Car:
2 minutes from A23
London Road.

By Train:
15 minute walk from
Crystal Palace or
South Norwood Train Station
(East Croydon— Victoria Line)

By Bus:
5 minutes walk from Beulah Hill
(196, 468 & 249)



ALL SAINTS CofE PRIMARY SCHOOL



HIRE OF PREMISES INFORMATION

2020/21

Reviewed by the Governing Body April 2020

ALL SAINTS CofE PRIMARY SCHOOL

CONDITIONS FOR HIRING PREMISES

Applications for hire

If you would like to enquire about hiring the school premises please contact the school directly. Hirers are advised to meet with the School's Headteacher or Business Manager to discuss and see the various options available.

All applications for hiring must be made on the form supplied at the back of this booklet. No use of the premises by the hirer can take place unless a permit authorising the use has been issued by the school.

All hiring charges must be paid in full 2 weeks in advance of the let.

The school reserves the right of entry to the premises hired at all times.

Number of people allowed

The school places a limit on the number of people admitted to the premises depending upon the type and size of the accommodation hired.

All hirers must make themselves familiar with the location of fire exits and fire appliances and must ensure that fire exits are kept clear at all times.

In the case of Youth and Junior organisations a responsible adult must be in charge for the period of hire and be present on the site during the hire period.

Fixtures, fittings and services

The charges for the accommodation include the provision of normal lighting, heating, seating and equipment. If the use of a piano is required this must be stated on the application form.

Nails, tacks, screws, sellotape etc. must not be used on any of the walls, floors, ceilings or fittings. No alteration or addition to the electrical installation shall be made and no equipment or apparatus is to be connected to it without prior consultation with the Business Manager.

APPLICATION FOR SCHOOL HIRE

Application should be submitted to the School Business Manager as soon as possible enclosing the required deposit of £100 prior to the event followed by full payment 2 weeks prior to the event. Deposits will be returned within 14 days of completed hire.

I agree to accept full responsibility for the arrangement of the named function below and have read and undertake to observe All Saints CofE Primary School conditions and regulations.

Name of hirer/organisation	
Purpose for which required	
Anticipated attendance	
Accommodation required	
Day	
Date	From: To:
Times	From : To:

I enclose cash / cheque (payable to All Saints C of E Primary School) for £_____ as deposit against damage / cleanliness / late vacation / exceeding attendance figures.

Name	
Position held in organization	
Address	
Landline telephone number	
Mobile telephone number	
Email address	
Signature	
Date	

Confirmation

1. When we receive your form/payment we will send you confirmation.
2. If we cannot accept your booking for any reason we will refund your deposit.

Hire Charges – Adult groups

Area	Per Hour	Max No
Large Hall	£45.00	200
Small Hall	£35.00	150
Demountable	£35.00	30
Classroom	£25.00	30

The above charges do not include insurance.

Health & Safety – Children

Anyone hiring the premises for the purpose of entertainment for children or any entertainment to which children will be admitted must ensure that there is an adequate number of supervisory adults present as outlined in the Children and Young Persons Act 1933.

Uses allowed/not allowed

All hirers must have Public Liability Insurance and a copy of the certificate must be handed to the school before the event. Use of the premises will not be granted for the following activities

- For political purposes or the teaching of any party politics.
- Showing of films for public exhibition.
- Gambling

The premises are not licensed for public entertainment and the collection of money for admission cannot be permitted. The entertainments that are permitted on the premises under the terms of hiring cannot therefore be advertised to the general public.

The premises are not registered for the purposes of competitive bidding under part VI of the Greater London Council (General Purposes) Act 1984. Accordingly, the hirer shall not use, or permit the use of, the premises for the sale of goods by way of competitive bidding within the meaning of that Act, unless:-

No desks or fixed furniture in any room should be moved nor should any furniture or apparatus be brought in without permission of the Business Manager.

No furniture, instruments or equipment belonging to the hirer may be left or stored on the premises unless agreed. Notices must not be exhibited on any part of the premises without prior permission of the Business Manager.

Timings of hire

All hiring's are subject to the hirer occupying and vacating the premises at the stated times. In the event of the hirer not arriving within half an hour of the commencing time, the school will be secured and the letting considered to be cancelled. In this event, no money will be refunded.

Damage by hirer

All areas used, including toilets and corridors, **MUST** be left as clean and tidy as they are found. The hirer must undertake to see that the premises are used in an orderly way and for the purposes only for which they are expressly hired. The school will be reimbursed for the cost of making good any damage to the school property arising from the hiring.

In addition to the specified scale of charges, the school requires a

Deposits

A minimum holding deposit of £100 will secure the hiring. Full payment will be on invoice and is required no later than 2 weeks prior to the hiring.

Cancellations

The school may cancel the hiring at any time in the event of the premises being required for educational or maintenance purposes.

The school reserves the right to cancel any hiring at any time without written notice. On the termination of the hiring under this Condition the school shall return to the hirer all or part of any money paid but shall not be under any liability for any loss or damage arising out of such a termination.

Ad Hoc Lettings

Bookings cancelled by the Hirer will not result in a refund unless the premises can be re-let.

Long Term Lettings

The school requires 4 weeks notice written notice to terminate the letting.

School's liability

The school does not undertake any responsibility for the loss of or damage to any goods belonging to the hirer and/or members of the organisations, associations, or clubs or to any other person present, whether by fire or other reason, nor for any injury to any person or persons attending the premises from whatever cause. Neither will