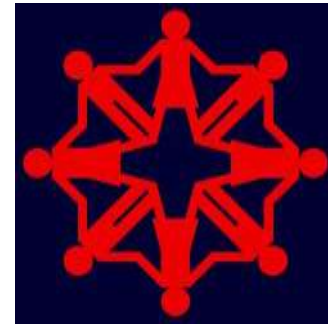




**ALL SAINTS' CofE
PRIMARY SCHOOL**



***HIRE OF PREMISES
INFORMATION***

2023/24

Outdoor Area



Field



Key Stage 1 Playground

Key Stage 2 Playground



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. 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 made 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 site during the hire period.

Fixtures, fittings and services

The charges for the accommodation include the provision of normal lighting and heating. We can provide tables and chairs for the two halls at a supplementary charge.

Nails, tacks, screws, Sellotape etc. must 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.

The premises are not licensed for public entertainment and the collection of money for admission cannot be permitted. The entertainment that is permitted on the premises under the terms of hiring cannot not 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 the Act, unless:

- The goods sold or intended to be sold are not prescribed articles within the meaning of that Act, that is to say, plate, plated articles, linen, china, glass, book, prints, furniture, jewellery, articles of household or personal use or ornament, or any musical instrument or apparatus

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 hires 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 hire.

In addition to the specified scale of charges, the school requires a deposit of £100 to be paid in advance to cover any damage caused or any additional cleaning required should the premises be left in an unclean state. The deposit will be returned following the letting less any amount the school may deduct for repairs/cleaning.

Rental Equipment Price



50p per chair



£5.00 per dining table with 12 seats



£2.50 per table



£1.00 per bench

Indoor Area



Classroom



Demountable



Small Hall



Large Hall

Cleaning

Due to Covid-19 the premises should be cleaned according to Covid guidelines.

Use of premises / insurance

- Safety precautions must be observed at all times.
- Noise must be kept to a minimum level after 10.00pm.
- Smoking is NOT prohibited anywhere on the school premises.
- No alcohol may be brought on to the premises without prior permission.
- The school accepts no responsibility for any damage, loss or theft of items of property whilst on the school premises.
- No parking is available on the school site. Hirers will park cars at their own risk on adjacent side roads.

Deposits

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

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 hire at any time without written notice. On the termination of the hire under this Condition, the school shall return 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' written notice to terminate the letting.

School's Liability

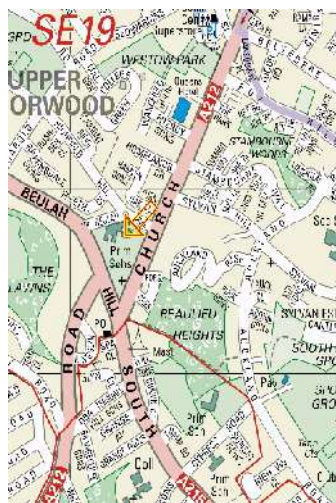
The School does not undertake any responsibility for the loss or damage to any goods belonging to the hirer and / or members of the organisations, associations or clubs or any other person present, whether by fire or other reason, nor for any injury to any person or persons attending the premises from whatever cause. Neither will the school accept any responsibility for any breakdown, leakage, fire or accident rendering necessary any closure of the premises nor any interruption of the hiring or any repairs or renewals consequent on any such breakdown, leakage, fire or accident.

What to do next if you want to hire our school:

1. Contact the School Business Manager on 0208 771 9388 to check availability and prices.
2. If you are booking near the event date, secure the booking with the required deposit.
3. Complete the booking form and return to All Saints' CoFE Primary School, Upper Beulah Hill, Upper Norwood, SE19 3LG, enclosing cash/cheque made payable to All Saints' CoFE Primary School.

HOW TO CONTACT US:

Tel: 02087719388 Email: sbm@allsaintsschool.croydon.sch.uk



All Saints' 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)

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	Maximum number
Large Hall	£45.00	200
Small Hall	£35.00	150
Demountable	£35.00	30
Classroom	£25.00	30
Playground KS1	£10.00	150
Playground KS2	£15.00	250
Outdoor Area/Field	£50.00	500

These 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.

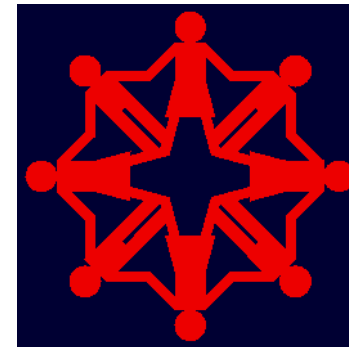
Uses allowed / not allowed

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 political parties
- Showing of films for public exhibition
- Gambling

**ALL SAINTS' CofE
PRIMARY SCHOOL**

Please complete the booking form and return to
All Saints' CofE Primary School, Upper Beulah Hill,
Upper Norwood, SE19 3LG with your deposit.



LETTINGS HIRING FORM
2023/24

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HIRE CHARGES—ADULT GROUPS

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Classroom	£25.00	30	
Playground KS1	£10.00	150	
Playground KS2	£15.00	250	
Outdoor Area	£50.00	500	

Equipment	Price	Quantity Required
Table	£2.50	
Chair	50p	
Bench	£1.00	
Dining Table with 12 Seats	£5.00	

Please complete the booking form and return to All Saints' CofE Primary School, Upper Beulah Hill, Upper Norwood, SE19 3LG with your deposit.

APPLICATION FOR SCHOOL HIRE

An 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 arrangements 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	
Times	From: To:
Address	
Postcode	
Mobile telephone number	
Email address	
Signature	
Date	

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