



# POLICY ON HIRING OF THE SCHOOL'S FACILITIES

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## INTRODUCTION

The School buildings and grounds (“the Site”) are owned by London Borough of Tower Hamlets and the Governing Body (“GB”) regards the facilities on the Site as community assets, and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of the GB is to support the School in providing the best possible education for its students. Any hiring of the School’s facilities will be considered with this in mind.

## SCOPE OF POLICY

For the purposes of this Policy, the hire of the School’s facilities is defined as:

*“Use of the School’s buildings and/or grounds for events by those other than the School and its partners, including: private individuals, community groups, charities and commercial organisations.”*

A hire must not interfere with the primary activity of the School, which is to provide a high standard of education for all its pupils.

The activities listed below fall within the normal life of the School, and as such these activities are not considered to fall within the scope of this Policy. Costs arising from these uses are therefore a legitimate charge against the School’s delegated budget:

- GB meetings;
- Extra-curricular activities for students organised by the School including revision and study classes at the weekend;
- School performances;
- Family learning;
- Parents or transition evenings;
- Staff events organised by the School; and
- Services/events provided by a partner organisation in conjunction with the School e.g. basketball camps and Summer School.

## MANAGEMENT

The GB has delegated day-to-day responsibility for the hire of the School’s facilities to the Head Teacher in accordance with this policy. Where appropriate, the Head Teacher may delegate all or part of this responsibility to other members of staff, but will retain overall responsibility for the process.

If the Head Teacher has any concern about whether a particular hire request is appropriate or not, they will consult with the Chair of the Governors and/or Local Authority as appropriate.

Should the School enter into any agreement with a third party for that party to manage all/some elements of the hire of the School’s facilities, then that third party will be required to adopt and implement the measures described in this Policy, and the School will monitor its compliance.

An annual report will be made to the Business Committee and will include information on the use of the facilities, revenue generated, and any reported incidents/accidents.

## PRIORITY GROUPS & ACTIVITIES

The GB is mindful of the needs in the local area, and recognises the need to consider these when establishing categories of groups and activities to whom and for which it will prioritise when hiring the School's facilities.

Hires to the following groups or for the following activities are particularly encouraged, and such customers will be offered a fixed 'Community/Partner' discount (see APPENDIX 1) from the Standard Charges, providing that they are not a profit-making entity:

- parents of students at the School;
- parent support groups;
- people living in the local community;
- local community groups;
- other schools within LBTH;
- members of staff;
- youth groups;
- ethnic minority groups e.g. mother tongue or supplementary schools;
- people with a disability;
- educational activities open to School students and their families; and
- recreational activities open to School students and their families.

Hires to charities (whether registered or unregistered) and other voluntary/community groups not falling into the above categories will be offered a fixed 'Charity' discount (see APPENDIX 1) from the Standard Charges.

The Head Teacher, School Business Manager, Site Manager and Senior Premises Officer are empowered to determine whether or not a particular customer should benefit from one of the above discounts.

The School's facilities will not be hired to the following groups / for the following activities, as they are deemed to be incompatible with the ethos of the School:

- party political groups/activities;
- any individuals/groups/organisations or activities which could be seen to go against the School's Equalities Policy or which may be considered to promote discriminatory behaviour and/or attitudes;
- events in which alcohol will be consumed; and
- activities promoting/involving gambling.

## SAFEGUARDING

The GB will ensure that regard is given to safeguarding before any hire takes place.

Where the customer is an organisation, a copy of its own safeguarding policy will be required unless it is confirmed that nobody under the age of 18 will be present on site as part of the hire. It will also be required to confirm that it agrees to abide by the School's Safeguarding Policy, in particular, section 10 of the policy.

Where the customer is a private individual, they will be required to confirm that they agree to abide by the School's Safeguarding Policy, in particular, section 10 of the policy.

The customer is responsible for the safeguarding of all young people that are present on the School's site as part of their Hire.

Customers will also be informed of the need to be mindful of other customers that may be on site at the same time, where safeguarding has an impact.

## AVAILABLE FACILITIES & EQUIPMENT

The following facilities will be available for hire:

### MUGA A & B

- Hired as individual pitches, or as one large pitch
- Includes use of changing rooms

### MUGA C

- Hired as a pitch
- Includes use of changing rooms

### SPORTS HALL

- Hired as 50% or 100% of the hall
- Includes use of changing rooms
- Can additionally include the following equipment, please be mindful in general the school sports equipment is of educational standard:
  - Cricket nets
  - Volleyball net
  - Badminton nets
  - Netball hoops
  - Football/handball goals
  - IT/presentation equipment

### DANCE STUDIO M.1.18

- Hired as a room
- Includes use of changing rooms
- Can additionally include the use of IT/presentation equipment

### DRAMA STUDIOS M.1.03 & M.1.15

- Hired as individual studios (with divider), or as one large studio
- Includes use of changing rooms
- Can additionally include the following equipment:
  - Theatre lighting
  - Theatre sound
  - IT/presentation equipment

### CLASSROOMS

- Hired as individual rooms
- Can additionally include the use of IT/presentation equipment

## **PLAYGROUND (ENTIRE)**

- Hire includes the grassed areas, the table tennis area, and the basketball court.
- Hire excludes the covered walkway, which remains available to other customers for access to other facilities, and the Dining Pavilion patio.

## **PLAYGROUND (BASKETBALL COURT)**

- Hire includes the basketball court only.
- Hire excludes all other parts of the Playground.

## **DINING PAVILION**

- Hired as a whole building, including the patio, but excludes the kitchen and servery areas.

## **WATERSIDE THEATRE**

- Hired as a whole building
- Can additionally include the following:
  - Tiered seating
  - Theatre lighting
  - Theatre sound
  - IT/presentation equipment

All facilities in the Main Building are accessed via Reception and through the main atrium. Where the Waterside Theatre or Dining Pavilion is hired, access can be made available via the Student Back Gate.

The Head Teacher may approve the hire of other areas of the School (e.g. LRC atrium), taking into account the management and access to the area.

## **CHARGES**

The GB is responsible for setting standard hourly rates for the School's facilities, and standard charges for additional options when they are hired. These "Standard Charges" are shown at APPENDIX 1.

In setting the Standard Charges, the GB has given consideration to:

- the size/area of each facility;
- the need to cover costs of staffing to keep the School open;
- the need to cover costs of energy usage to keep the School open; and
- standard charges for comparable facilities at other schools in nearby postcodes

As noted in 'Priority Groups & Activities', certain groups will benefit from fixed discounts (see APPENDIX 1). In addition to such discounts, any Hirer will be eligible for a Block Booking discount (see APPENDIX 1) when they hire a facility for a certain number of dates as part of the same booking. The Standard Charges and discounts will be displayed on the online management platform used by the School to facilitate the hire of its facilities.

The Head Teacher or School Business Leader may, at their discretion, agree a further discount for any Hire.

The School will charge VAT on relevant Hires in accordance with the law.

The minimum hire period will be one hour. The School reserves the right to require a deposit over and above the hiring charge as a surety against damage to the facilities (including any equipment) or against additional costs (for cleaning, caretaking, or other expenses) incurred as a result of the facilities being left in an unacceptable condition.

The School will seek to recover any cost incurred by the School that is unavoidable and results directly from the cancellation of a Hire.

Payment is required in advance for all Hires.

In the event of a cancellation the School will retain a proportion of the hire charge as follows:

- 100% if the cancellation is made less than 24 hours before the start of the Hire
- 50% if the cancellation is made more than 24 hours but less than 7 days before the start of the Hire
- 25% if the cancellation is made between 7-14 days before the start of the Hire

## SECURITY

The Head Teacher, School Business Manager, Site Manager and Senior Premises Officer are empowered to determine the security risk for each hire. The Head Teacher is responsible for ensuring that a security presence or other control measure is in place for each hire.

## CONSIDERING A HIRE REQUEST

Hire requests are usually received via telephone, email or through the School's online management platform "Hire Website". Where a request is not received through the Hire Website, the customer will be directed towards the Hire Website so that they are aware of the Standard Charges and discounts. Hire requests will usually be considered in the first instance by the Senior Premises Office or Site Manager.

Most one-off, simple hire requests will be solely managed through the Hire Website, which includes a messaging platform. For more complex hire requests, especially for multiple dates, correspondence may take place by telephone or email before the hire request is submitted via the Hire Website.

All hire requests will be submitted and approved through the Hire Website.

When considering a hire request, the Head Teacher, School Business Manager, Site Manager or Senior Premises Officer will decide whether to accept the hire request and confirm the hire with reference to this policy, and in particular:

- Whether the request has been made by a priority group;
- If the request has not been made by a priority group, whether it will prevent a priority group from using the facilities;
- The availability of the facilities;
- The availability of staff;
- Security implications of the hire;
- Safeguarding implications of the hire;

- The suitability of the group or organisation (taking into consideration their online presence, the activity being undertaken and general information that can be researched on them);
- The School's Equal Opportunities, Health and Safety and Safeguarding and Child Protection Policies.

The School Business Manager, Site Manager or Senior Premises Officer must consult the Head Teacher before confirming any hire:

- Where the customer requests a further discount on top of the agreed Discounts;
- Where the hire is for an educational activity;
- Where the customer is a religious organisation and/or the hire is for religious activities;
- That is for more than 10 dates;
- Where they believe that the Head Teacher would want to be consulted before the hire is agreed;
- Where the customer requests that the School enter into a supplementary agreement on top of the School's standard Terms & Conditions of Hire.

One hire agreement may cover multiple dates, but the maximum length of such an agreement should be one School term in length (no longer than 14 weeks).

The Head Teacher, School Business Manager, Site Manager or Senior Premises Officer may refuse a hire request, but should inform the customer of the reasons for the refusal.

The Head Teacher should seek advice from the Local Authority if any of the below are being considered, as this may necessitate the need for a lease or license:

- The customer is to have independent access to the rooms/building it wishes to use;
- The customer is to occupy a standalone building;
- The customer is providing a business use not linked to the school's educational role;
- The customer is expected to take on more responsibilities for its use, e.g. assisting in repairs/works to the facilities;
- The hire agreement is expected to be of a long-term nature and the customer or School wishes to have more security than a termly hire agreement.

## CONFIRMATION OF HIRES

All hires confirmed via the Hire Website refer to the Terms & Conditions of Hire which apply to all hires, and customers are required to agree to these when they submit a hire request.

All hires must be approved via the Hire Website. Once a hire has been approved, the customer will receive a confirmation message via the Hire Website.

Hires must be paid for in advance of the hire, but this may be in instalments where the hire agreement covers multiple dates. Most hire agreements will be paid for using the Hire Website. On occasions, the School may agree to accept payment directly via BACS. Such payments must be received in advance of the hire.

An invoice will be issued for all hire agreements, which will be marked as paid once they have been fully paid. The income and expenditure related to the hire of the School's facilities will be clearly recorded by the School and reported under the guidelines for Consistent Financial Reporting.

If a hire has been agreed, but for any reason the Head Teacher, on behalf of the Governing Body, is not satisfied with the nature of the event (such as matters that will bring the school's reputation into disrepute, or the general conduct, suitability or amicability of any Hire), the School will seek to cancel the hire agreement with immediate effect should it not be in the best interest of the School to continue.

## INSURANCE

Customers must have adequate public liability insurance for the activities that they are undertaking as part of the hire.

Private individuals hiring the School's facilities are covered under the School's insurance policy provided that the hire does not include professional entertainment or a fireworks display, and is not political in nature, nor a commercial event.

Organisations hiring the School's facilities must have their own public liability insurance cover, and evidence of this cover must be provided before the hire can take place.

## FREQUENCY OF REVIEW

This Policy will be reviewed by the Business Committee and approved by the Governing Body on an annual basis.

## APPENDIX 1 – CHARGES

### STANDARD CHARGES

Facility	Charge (per hour)
Muga A&B	£55
Muga C	£40
Sports Hall whole/half	£52/26
Dance Studio	£45
Drama Studio whole/half	£70/35
Classroom	£25
Playground (Basketball Court)	£30
Playground (Entire)	£50
Dining Pavilion	£50 (canteen space only)
Waterside Theatre	£70 (main space only)

Optional Extra	Relevant Facility	Charge (per day, per facility)
IT/Presentation Equipment	Various	£0
Basketball Hoops	Sports Hall	£0
Cricket Nets	Sports Hall	£0
Volleyball Net	Sports Hall	£0
Badminton Nets	Sports Hall	£0
Netball Hoops	Sports Hall	£0
Football/Handball Goals	Sports Hall	£0
Tiered Seating	Waterside Theatre	£100
Theatre Lighting	Drama Studios	£POA
Theatre Lighting	Waterside Theatre	£POA
Theatre Sound	Drama Studios	£POA
Theatre Sound	Waterside Theatre	£POA
Kitchen (Sinks & Worktop)	Dining Pavilion	£POA
Kitchen (Full)	Dining Pavilion	£POA
Cleaning	Various	£POA

### STANDARD DISCOUNTS

Type	Discount
Community/Partner	25%
Charity	10%
Block Booking	5% for 5+ dates booked at once, 10% for 10+ dates booked at once

## APPENDIX 2 – TERMS & CONDITIONS OF HIRE

### DEFINITIONS

“Activity” means the activity stated by the Customer at the time of the Hire Request, for which it intends to use the Facility.

“Capacity” means the maximum number of individuals that are allowed to use the Facility, and will be advertised on the Hire Website, or separately agreed with the Customer.

“Charges” means the costs set out in the Hire Agreement, and in accordance with clause 2.

“Customer” means the individual or organisation hiring the Facility, or enquiring about hiring the Facility.

“Customer’s Representative” means the individual acting on behalf of an organisation hiring the Facility.

“Deposit” means the deposit referred to in clause 2.6.

“Facility” means the room(s)/area(s) at the Site hired to the Customer by the School.

“Hire Agreement” means the agreement between the Customer and the School to use the Facility on a Hire Date or a period of Hire Dates.

“Hire Date” means a day on which the Customer can use the Facility as part of a Hire Agreement.

“Hire Request” means a request submitted by the Customer to the School via the Hire Website to hire the Facility.

“Hire Website” means [www.schoolhire.co.uk](http://www.schoolhire.co.uk)

“Payment Instalment” has the meaning set out in clause 2.3.

“School” means Bow School of 44 Twelvetrees Crescent, London, E3 3QW.

“Site” means the School’s land, including the Main Building, the Waterside Theatre, the Dining Pavilion as well as the land around these buildings forming part of the registered title including the car park and playground.

### 1 BOOKING

- 1.1 Initial enquiries about hiring a Facility may be made via the Hire Website, by telephone or by email, but all Hire Requests must be made via the Hire Website. The Customer/Customer’s Representative must be over 18 years of age.
- 1.2 The School reserves the right to refuse any Hire Request.
- 1.3 Hire Requests will be considered within five working days. If the School agrees to the Hire Request and does not require any further information from the Customer, then the School will confirm the Hire Agreement through the Hire Website. If the School does not agree to the Hire Request, then it will inform the Customer of the reasons for refusing the request.

## **2 PAYMENT OF CHARGES**

- 2.1 Once a Hire Agreement is confirmed through the Hire Website, an invoice will be produced detailing the charges to be paid by the Customer.
- 2.2 The Customer must pay the charges in full before the first Hire Date, unless it agrees to pay the charges as part of a Payment Instalment.
- 2.3 A Payment Instalment:
  - 2.3.1 can only be arranged through the Hire Website;
  - 2.3.2 will require payment in full of the charges before the last Hire Date; and
  - 2.3.3 will require payment in advance of the first Hire Date, of a proportion of the charges sufficient to cover those charges applicable to that Hire Date and any subsequent Hire Date before the next payment date.
- 2.4 The Customer must pay for the charges through the Hire Website, unless otherwise agreed with the School.
- 2.5 If the charges are not paid before the first Hire Date, (or in the case of a Payment Instalment, if the relevant proportion of the charges is not paid by the agreed date) the School may cancel the Hire Agreement in its entirety.
- 2.6 The School may request the payment by the Customer of a Deposit, in advance of the Hire Agreement, to safeguard against unexpected costs. The Deposit will be refunded to the Customer at the end of the Hire Agreement save where the School incurs a cost as a result of breaches of these Terms & Conditions of Hire, in which case it shall be entitled to retain the full value of the Deposit.

## **3 CANCELLATIONS**

- 3.1 The School reserves the right, at its absolute discretion, to cancel a Hire Agreement (or to cancel a Hire Date within a Hire Agreement) should it:
  - 3.1.1 require the use of the Facility owing to unforeseen circumstances, such as for a parliamentary or other election;
  - 3.1.2 be of the opinion that the Customer's use of the Facility is likely to be objectionable or undesirable, especially if it is incompatible with any of the School's policies;
  - 3.1.3 be of the opinion that the Activity has changed to the extent that the School is no longer able to support/accommodate the Activity;
  - 3.1.4 be of the opinion that the Facility is unfit for use, such as: following a fire or flood; a failure of the supply of the gas, electricity or water; following an accident or incident necessitating the closure of the Facility;
  - 3.1.5 require the use of the Facility for the School's activities, notwithstanding that the School will always seek to plan ahead so that it doesn't agree to a Hire Request where this will clash with the School's activities;
  - 3.1.6 or should it determine that the Customer is in breach of these Terms & Conditions of Hire

- 3.2 Should the School terminate the Hire Agreement in accordance with clause 3.1, the Customer will only be entitled to a refund of the Charges. The School will not consider any claims for compensation.
- 3.3 Any cancellation request by the Customer must be submitted via the Hire Website.
- 3.4 In the event of a cancellation by the Customer, the Customer should provide the School with as much notice as possible. The School will be entitled to retain:
- 3.4.1 100% of the relevant Charges if there is a 'no-show' or the cancellation request is submitted less than 24 hours ahead of the Hire Date;
- 3.4.2 50% of the relevant Charges if the cancellation request is submitted between 1-7 days ahead of the Hire Date; and
- 3.4.3 25% of the relevant Charges if the cancellation request is submitted between 7-14 days ahead of the Hire Date.

#### **4 SUB-LETTING**

- 4.1 The Customer shall not assign the benefit or burden of any interest it may have in the hire of the Facility or any part thereof, nor shall it sub-let the Facility.

#### **5 ADMISSION LIMITS**

- 5.1 It is the Customer's responsibility to ensure that the Capacity of the Facility is not exceeded, and will be liable to pay any reasonable costs that the School deems fit if the Capacity is exceeded.
- 5.2 It is the Customer's responsibility to keep records relating to the number of individuals admitted to the Site, and who they are. These records should be made available, upon demand, for inspection by the School at all times during the use of the Facility, and for a period of one year thereafter.

#### **6 IMPROPER USE**

- 6.1 The Customer shall not use the Facility for any Activity other than that specified in the Hire Request, unless further agreed in writing by the School.

#### **7 GOOD ORDER**

- 7.1 The Customer shall be responsible for the behaviour of those that it admits to the Site, or those that it allows to be admitted to the site. It shall ensure that such individuals do not cause or incite nuisance or problems to other users of the Site, nor to local residents.
- 7.2 If, in the reasonable opinion of the School, the Customer fails to comply with clause 7.1, the Hire Agreement may be terminated and the School may charge the Customer for any expense incurred arising from poor behaviour of the Customer and/or those it has admitted / allowed to be admitted to the site.

#### **8 NOISE LEVELS**

- 8.1 Customers intending to play music shall consult the School about appropriate noise levels and noise management before submitting a Hire Request.

- 8.2 When music is played, the Customer shall be responsible for keeping the sound volume to a reasonable level which does not affect other users on the Site, nor the local community.
- 8.3 The Customer shall comply with directions from members of the School's staff, concerning the volume of any music.

## **9 LIGHTING LEVELS**

- 9.1 Customers using the sports pitches on the roof shall consult the School's staff regarding any lighting issues that it experiences.
- 9.2 The School reserves the right to make a final decision about the appropriateness of lighting levels on the sports pitches.

## **10 DAMAGE**

- 10.1 The Customer shall ensure that no loss or damage is caused to the Facility/Site, or to any part of it, including any equipment, apparatus and furniture belonging to the School.
- 10.2 The Customer must promptly report any accidental breakage(s) and/or damage to the Facility/Site to the member of School staff on duty.
- 10.3 The School will advise the Customer of any cost that the Customer must pay to the School to reinstate, repair or replace any part of the Facility or Site, including equipment, apparatus, furniture that is damaged, broken, or stolen during the course of, or in connection with the Hire Agreement.
- 10.4 If the Customer has paid a Deposit and the cost referred to in clause 10.3 is greater than the Deposit, then the Customer will be obliged to pay the difference between the two amounts.
- 10.5 The costs referred to in clause 10.3 and 10.4 must be paid by the Customer to the School within 15 working days.

## **11 DOMESTIC ANIMALS**

- 11.1 No animals shall be allowed to enter the Site without the written agreement of the School. Assistance dogs are exempt from this condition, but the Customer must inform the School that they will be on site as soon as it becomes aware of this.

## **12 HAWKERS & VENDORS**

- 12.1 The Customer shall not permit any hawker, vendor, collector, or canvasser to be admitted to the Site.

## **13 FIRST AID & FIRE SAFETY**

- 13.1 The Customer shall be responsible for the provision of first aid for anyone that it admits to the Site.
- 13.2 If requested by the School, the Customer must provide the School with information on how the Customer will carry out its responsibilities in clause 13.1

- 13.3 The Customer or the Customer's Representative shall familiarise itself with the location of the nearest fire alarm call point and nearest fire-fighting equipment to the Facility.
- 13.4 The Customer shall ensure that anyone it admits to the Site is aware of the evacuation procedure, including the location of the fire exits that are nearest to the Facility.
- 13.5 Where the Customer is an organisation, the Customer's Representative shall undertake and submit to the School a risk assessment for the Activity, and shall submit this to the School in advance of the first Hire Date.
- 13.6 The School has a no smoking policy and the Customer must ensure that there is no smoking on any part of the site by anyone that it admits to the Site.
- 13.7 The Customer shall not interfere with any equipment provided for the safety of the Site or those on the Site, and shall ensure that those it admits to the Site do not interfere with the same.
- 13.8 The Customer shall ensure that any fire escapes within the Facility are left clear and unobstructed at all times.

#### **14 LICENSES**

- 14.1 The hirer shall notify the School at the time of making the booking, if the Activity may require a license.
- 14.2 Any licensable activities not covered by the School's policies will not be permitted unless a Temporary Event Notice is obtained from the Council by the hirer in advance with the consent of School. A copy of the notice must be provided to the School in advance of the first Hire Date.
- 14.3 The Customer shall ensure that any and all necessary licenses are obtained before the first Hire Date. A copy of any licence must be provided to the School in advance of the first Hire Date.
- 14.4 No alcoholic drinks are to be consumed on the Site at any time.

#### **15 LOST PROPERTY**

- 15.1 The School does not accept responsibility or liability in respect of any loss or damage to any property or articles placed or left at the Site by the Customer or anyone it admits to the Site.
- 15.2 Customers are advised to take out individual insurance to cover their contents/belongings.

#### **16 CUSTOMER'S GOODS & EQUIPMENT**

- 16.1 Customers shall provide their own goods and equipment unless other arrangements have been agreed with the School as part of the Hire Agreement.
- 16.2 Any electrical equipment brought onto the Site can only be used with the prior agreement of the School.
- 16.3 The Customer's goods, equipment or property may only be stored on the Site in advance of, in between, or after a Hire Date with prior written consent of the School and at the discretion of the school.

16.4 Any such property or equipment shall be stored entirely at the risk of the Customer and the School will not accept responsibility for any loss or damage to any property or equipment stored.

## **17 PARKING**

17.1 Parking is not available on-site, except by prior agreement with the School, for which the Customer may be charged.

17.2 If the Customer allows any vehicle to enter the Site, the School will accept no liability for any damage, theft or incident regarding that vehicle. However, any damage to the Site or any equipment/property belonging to the School on the Site will be claimed against the hirer in accordance with clause 10.

## **18 BY-LAWS**

18.1 The Customer must comply with all byelaws and statutory requirements relating to the Site or the Activity.

## **19 INDEMNITY AND INSURANCE**

19.1 The Customer shall indemnify the School from and against:

19.1.1 all claims, demands, actions and proceedings and any loss, damage or injury which may be brought against or suffered by the School arising from or in consequence of the non-performance of any of these conditions of hire, or for any act of neglect, default or admission by the Customer, its agent(s) or servant(s); and

19.1.2 all claims, demands, actions, proceedings in respect of the death or the injury howsoever and by whatsoever, caused to any person which shall occur or arise from any accident or occurrence that happens while such person is in or upon any part of the Site on a Hire Date, or in respect of any loss or damage suffered or sustained by any person in consequence of such death or injury, save in situations where the School has been negligent.

19.2 If the Customer is an individual, then the Customer will be covered by the School's public liability insurance provided that:

19.2.1 the Customer is not in breach of any of these Terms & Conditions of Hire;

19.2.2 the Customer is not in breach of any of the terms and conditions of the School's insurance policy; and provided that

19.2.3 the Activity does not include a fireworks display, or any professional entertainment.

19.3 If the Customer is an organisation, then the Customer shall ensure that it has Public Liability Insurance for the full duration of the Hire Agreement (£2 million minimum cover). The Customer must provide evidence of this insurance to the School before the first Hire Date.

## **20 COMPLAINTS**

- 20.1 If the Customer has any complaints about the Hire Agreement, it must submit its complaint in writing to the School within 14 days from the Hire Date.

## **21 ALTERATIONS, FITTINGS & DECORATIONS**

- 21.1 The Customer shall make no alterations or additions to the lighting, heating, fittings, fixtures and other arrangements on the Site.
- 21.2 No nails, screws, or similar fastenings will be permitted to be fixed to any part of the Site without prior written agreement of the School.

## **22 CLEANING REQUIREMENTS**

- 22.1 Customers shall clear away, tidy and clean up any spillage or mess caused.
- 22.2 Customers shall remove all waste food from the Site at the end of the Hire Date and dispose of it appropriately.
- 22.3 Customers shall not leave any hazardous or electrical waste on the Site and must take this with them at the end of the Hire Date.
- 22.4 Customers may dispose of general waste and recycling in the refuse bins on the Site, provided that such waste has been generated during the Activity on the Site. This condition is at the discretion of the School and a member of School staff may require the Customer to remove any waste from Site that they feel is excessive or inappropriate.
- 22.5 If any spillage or mess is caused and not cleared up by the Customer, the School may charge the Customer an additional cost for cleaning.

## **23 AMENDMENTS & ADDITIONS**

- 23.1 The School reserves the right to amend these Terms & Conditions of Hire, giving 14 days' notice in writing to the Customer.