

TERMS AND CONDITIONS

1. Definitions

- 1.1 In these conditions the following shall mean and be interpreted as follows:-
- a. The 'School' shall mean the Governors of the Campion School, Hornchurch, Essex RM11 3BX, Tel 01708 452332;
 - b. The 'Manager' shall mean the Director of Finance;
 - c. The 'Hirer' shall mean the person signing the application form and the organisation named on the application form. Any Hirer acting on behalf of an organisation must obtain prior permission to do so as in the event of cancellation/damage/infringement the named Hirer is personally responsible and liable for the hire of the premises together with the security and cleanliness of the buildings. The person signing the application form must be 18 years of age or over.

2. Facilities for Hire

- 2.1 The premises available for hire are:
- The Main Hall
 - School Kitchen
 - Classrooms
 - Gymnasium
 - Swimming Pool (registered clubs only)
 - Sports Hall
- 2.2 Specialist classrooms need special consideration and will only be let with authorisation by the Director of Finance.
- 2.3 All hiring must cease at the agreed time. Friday and Saturday lettings must cease by midnight, therefore activities must cease at 2330. (Music to cease at 2300). Sunday lettings must cease by 1800 unless agreed by arrangement.
- 2.4 The school is closed on all Bank Holidays.

3. Booking Applications

- 3.1 All applications for the hire of accommodation should be addressed to THE CAMPION SCHOOL and made on the standard booking form which will be issued on request.
- 3.2 For regular block bookings, applications should be submitted in the summer ready for the new academic year.
- 3.3 The hirer must state the purpose for the hire.
- 3.4 The Hirer shall not transfer the benefit of the hiring to any other person or organisation. The hirer shall not sub-let or assign any part of the accommodation and shall not use it for any other purpose than that for which it has been hired.
- 3.5 Provisional bookings will be reserved for two weeks from the receipt of the enquiry.
- 3.6 The School reserves the right to refuse any application.
- 3.7 When booking use of the premises the hirer should indicate the number of chairs or any other special requirements, which will be met if possible. If sufficient chairs, etc. up to the maximum number, cannot be provided by the school, consideration will be given to

permission for the hirer to provide, at his own expense, such additional items. It would normally be the role of the hirer to arrange, set out and put back furniture used in conjunction with a letting.

3.8 The booked time must include setting up and clearing up time.

4. Charges

4.1 Charges for the use of facilities shall be fixed from time to time and the School reserves the right to vary them at any time unless otherwise agreed. An up to date copy of the School fees and charges can be acquired from the Manager.

4.2 The school reserves the right to vary the hiring fee at any time up to six weeks before the date of the event for which the accommodation has been hired, whether the previously notified fee has been paid or not. Any additional fee involved must be paid before the hire takes place.

5. Payment

5.1 The following payment dates will apply:

Booking	Deposit	Balance
Main Hall	£250 Returnable	No later than one month before event.
Other Facilities	N/A	Payable monthly in advance.

5.2 A refundable deposit will be required to cover damages and other losses that occur during the period of hire for main hall hire.

5.3 Deposits should be returned with completed Booking Application Form, together with details of Caterer, requirements regarding Bar and Sound System . Bookings will not be confirmed until deposits have been received by the School.

5.4 If prompt payment of the balance is not received, withdrawal of the facility will be enforced with immediate effect.

6. Terminations and Cancellations

6.1 The school may, at any time, cancel any booking, in which case the hirer will be reimbursed the full amount paid (without interest). The school will not be held responsible for the loss of any estimated income or actual expenses arising from such cancellations.

6.2 The school can at any time during the hire, or the period building up to the hire, terminate the hire without notice if the hirer is in breach of the conditions of hire.

6.3 In the case of a cancellation, the Hirer shall pay to the School the following charges, dependent on the notification given in advance of the cancellation:

Greater than 28 days	Full refund
More than 7 days but less than 28 days	50% of full charge
7 days or less	Full Charge

7. Public Liability Insurance

7.1 For regular block bookings the hirer will arrange third party Indemnity Insurance Cover up to a limit of £5,000,000. The hirer must supply the school with a copy of the Insurance Certificate before the hiring period, otherwise the hiring cannot take place. Each year it is the responsibility of the Hirer to submit a copy of the renewed insurance cover to the School.

7.2 The school has cover for occasional users to the limit as above.

8. DISCLOSURE AND BARRING SERVICE (DBS) Safeguarding Child Protection

8.1 For activities provided for children and young people, the hirer will confirm, by completing a form, that they comply with the recommendations made by the Local Safeguarding Children Board and also set out by the Department for Education.

8.2 The completed form shall be returned to the school, in particular stating that all of the staff employed or carrying out volunteering work within their organisation are adequately DBS enhanced checked and that copies of the checks are kept on file, detailing a named person who can be contacted if the school wishes to inspect them. The school will, as part of its safeguarding responsibility, monitor and periodically check that the required documentation is up to date and valid.

9. All Weather Pitch

9.1 When playing conditions are uncertain and rely upon a pitch inspection, clubs are requested to telephone the school, 01708 452332 ext. 321 or 353 or the site team 07948 722799 and 07948 722804.

9.2 It is the responsibility of the Hirer to ensure that coaching and refereeing individuals are appropriately qualified and experienced.

9.3 The Hirer's attention is drawn to the fact that pitches are primarily used for football, rugby, hockey, cricket) and that he/she must take all proper precautions to avoid unnecessary damage to the playing areas. The Hirer shall be responsible for cost incurred by the School for repairing and making good any damage to the pitches and associated facilities (changing rooms) whether caused by the Hirer, his/her teammates or members of the opposing team. Where several clubs use a facility in rapid succession and damage is caused and blame cannot be apportioned, all clubs will be charged an equal part of the cost.

9.4 The Hirer shall ensure that no food or drink (other than water) should be brought on to the pitch area.

9.5 The Hirer shall not supply any form of food or drink (whether alcoholic or non-alcoholic) whilst in the changing rooms or elsewhere on its premises.

9.6 The Hirer has no access to the grass areas surrounding the Artificial Sports Pitch.

9.7 If in the opinion of the School, the Hirer is not making full use of the hired facility, the right is reserved to re-allocate all unused parts thereof.

9.8 If for some reason during the season the five-a-side goalposts are not available, e.g. damaged, it is the club's responsibility to provide their own.

9.9 No chewing gum is brought within the Pitch area.

9.10 Only special Astroturf/dimpled trainers are permitted; moulded boots are not permitted.

9.11 No one climbs the fences to retrieve 'lost' balls or for any other reason.

9.12 All equipment moved during a hire period must be returned to its original place.

9.13 Only appropriate goals are used i.e. Hockey goals must not be used by football groups.

- 9.14 No litter or other debris should be left on site.
- 9.15 Organisations should not enter the compound until the start of their allotted time and leave at the end of the agreed time slot. (Floodlights are turned off at 2130).

* Please note any hirer found to be in breach of any of the above on two occasions risks the withdrawal of their booking with immediate effect.

10. Kitchens

- 10.1 The hirer may use the School kitchen if hiring the main hall, subject to the payment of a fee and compliance with the specific conditions set out below for their use:
- 10.2 It is a requirement that the caterer who will be attending the event contacts our Catering Manager at least 4 weeks prior to the event to arrange a meeting where they can be shown around the facility. Catering companies must also provide at this meeting a copy of their Public Liability Insurance to the Catering Manager. This applies whether or not the caterer has used the kitchen previously and also whether the hirer is cooking or re-heating. If no meeting is organised by the caterer, the kitchen will not be open.
- 10.3 One of the school's catering staff will be in attendance if the kitchen is being used. The school reserves the right to cease cooking if conditions are not being adhered to.

11. Bar

- 11.1 Only alcohol supplied by the Edmund Campion Social Club may be consumed on the premises.
- 11.2 The hirer may book the Edmund Campion Social Club Bar in advance for alcohol to be bought at an event. This requires a Temporary Events Notice to be issued by the Local Authority. This can be arranged through the School. If successful, the conditions of the Notice must be adhered to at all times.
- 11.3 Alcohol must not be served to under 18s. If under-age drinking is discovered, the hirer will be asked to immediately vacate the premises and the deposit will not be refunded.

12. Lost Property/Personal Injury

- 12.1 The school will not be responsible for any loss of property, injury to persons or any other claim sustained during the period of hire, except insofar as any loss or injury may be caused by, or any claim result from, any act or default of the school or of any employee of the school acting in the performance of his duties as such employee.
- 12.2 Anything found must be handed to the site staff and will be held by the School for no longer than three months.

13. Attendance

- 13.1 The hirer or the responsible person, whose name and address must have been supplied to the school before the date of the hiring, must be in attendance at the premises throughout the period of the hire. For clubs/societies where the hirer is not in attendance, a delegated representative must be in attendance throughout the period of the hire.
- 13.2 The school will normally have a representative in attendance during the period of a letting to ensure compliance with these conditions and that person will be invested with the power to terminate a use immediately if circumstances so demand. The school's representative or other

duly authorised officer of the Council will also have the authority to control the volume of sound caused by musical equipment. In the event of a hire being terminated because of failure to comply with any of these conditions all sums paid by the hirer will be retained and the school will reserve the right not to accept any further requests to hire accommodation.

- 13.3 The hirer shall ensure that the number of people admitted to a function does not exceed the maximum number for that type of use as laid down by the school

14. Behaviour

- 14.1 The hirer is responsible for the preservation of good order and shall fully compensate the school for any damage howsoever occasioned except insofar as he satisfies the school that such damage or loss was caused by any act of default of the school or of any employee of the school acting in the performance of his duties as such employee.

- 14.2 The hirer shall be responsible for maintaining order throughout the period of the hire and shall ensure that events are properly supervised, with sufficient stewards if so required.

- 14.3 The hirer should ensure that the use of the premises does not cause a nuisance to local inhabitants

15. Right of Entry

- 15.1 The hirer shall at all times permit access to the premises and services by the Governors of the school or their representative. Access must also be given at all times to police officers, and Environmental and Consumer Services Officers if the premises are in use for a licensed event.

- 15.2 The School reserves the right to refuse entry or to remove from the premises any person without stating the reason therefore.

16. Furniture and Equipment

- 16.1 The school will not be responsible for any loss to the hirer due to any breakdown of machinery, failure of supply of gas, water or electricity, leakage of water or fire (except insofar as any such loss may be caused by any act or default of the school or any employee) or due to any Government restrictions or act of God, which may cause the premises to be closed or the hiring to be interrupted or cancelled.

- 16.2 The School can provide limited tables and chairs. A member of the site team can be on hand to assist the hirer in setting up. Where school furniture or equipment is used, the hirer will ensure that all items are returned to the storage areas.

- 16.3 The hirer shall provide, at his own expense, items of furniture or equipment that is not available for use in the school. If using external furniture, arrangements must be made with the site manager regarding delivery and collection.

17. Condition of Premises

- 17.1 No bolts, nails, tacks, screws, etc. shall be used on the school premises, nor shall notices or bills be displayed without express permission. In case of doubt, the school must be informed at the point of hire, the items should only be brought into the school once permission is granted. The hirer is not permitted to make any alterations or additions to the fabric of the building.

- 17.2 No alterations or additions shall be made to the school premises or services (e.g. additional lighting) without express prior written approval.

- 17.3 It will be expected of hirers that they leave the accommodation in a reasonable and tidy condition after use. If additional cleaning beyond that which would normally be required has to be undertaken a further charge may be made against the hirer.
- 17.4 No items likely to cause damage to the floors, walls or other finishes, such as barrels, bottles, cases etc. shall be brought into school accommodation without the hirer having taken adequate protective measures. In case of doubt, the school must be informed at the point of hire, the items should only be brought into the school once permission is granted. The hirer will be responsible for any damage caused to floors and walls even if protective action had been taken.
- 17.5 The premises will be in a clean and tidy condition for your use and must be left as such on departure.

18. Licenses and Copyright

- 18.1 School premises are not licensed for public entertainment. For certain types of events an occasional license must be obtained from the Council's Environmental Health and Consumer Services Division. Separate advice is available on those uses/events which would require a license. The initial approach on such matters should be made to the school concerned. Hirers are responsible for ensuring that the conditions attached to any granting of a license are fully observed.
- 18.2 No copyright dramatic or musical work shall be performed without the license of the owner of the copyright and all such licenses shall be produced on demand to the school or any duly authorised officer of the Council. The hirer shall indemnify the school against any infringement of copyright which may occur during the hiring. All Performing Rights Society conditions must be adhered to where musical works are being performed.
- 18.3 The hirer shall, upon request, provide for approval a copy of the programme of any entertainment to be given by the hirer. Once approved, the entertainment provided must conform to the programme. If the programme is not approved, and cannot subsequently be varied as necessary, the hirer will be allowed to cancel the hiring on payment of the appropriate fees as set out in section 6 above.

19. Smoking/Alcohol

- 19.1 No alcohol shall be consumed on school premises without the express permission of the school governing body.
- 19.2 Only alcohol supplied by the Edmund Campion Social Club may be consumed on the premises.
- 19.3 The School operates a NO SMOKING POLICY in all areas, including the school grounds.

20. Parking

- 20.1 The school will not be held responsible for the loss or damage to cars parked on its premises.
- 20.2 The Hirer shall ensure that all cars and other vehicles connected with the hirer or his/her group/club are parked in the car parks provided, or in some other place so as not to obstruct any public or private right of way or be a nuisance or source of annoyance to any person. The Hirer shall not bring cars or other vehicles onto the grassed areas of the sports ground or allow them to be brought there.

21. Photographs/Publicity

- 21.1 No cameras or other photographic apparatus may be brought onto the Premises for commercial purposes without the written consent of the Manager.
- 21.2 The Hirer shall not publish any material relating to School facilities without prior written consent from the School and all publicity material must include the name of the School.
- 21.3 The School may, for any reason whatsoever, withhold permission for the use of publicity material.
- 21.4 The School requires advance details of all publicity materials at least 14 days prior to the hire of the premises.

22. Children

- 22.1 The Hirer shall arrange for sufficient adult supervision for junior users of the facilities. All participants under the age of 16 are classed as juniors. Subsequently any user aged 16 years of age or more will be classed as an adult.
- 22.2 It is the Hirer's responsibility to ensure parents/guardians are aware that their children are not to roam in the school grounds and that noise must be kept to a minimum while their children are waiting to participate in the hirer's activities. This also applies to siblings who must remain with their parents at all times.

Should these conditions not cover a specific circumstance arising out of a particular request from a hirer then due consideration will be given to that at the time of booking and any necessary special conditions will be set out in writing. Hirers should ensure that sufficient notice is given of such needs to enable them to be considered before the hire takes place.

FIRE INSTRUCTIONS FOR EXTERNAL USERS OF THE CAMPION SCHOOL

1. In the event of fire it is the first duty of all concerned to prevent injury or loss of life.
2. Each coach/teacher/instructor/organiser should make certain that he or she knows all the means of escape and, in particular, should ensure that any Fire Exits are readily available.
3. If it is possible to attack an outbreak of fire it should be done only without taking personal risks. It is necessary to know where all firefighting equipment is kept and how to use it.

WHEN A FIRE IS DISCOVERED OR REPORTED

4. The alarm should be raised by operating the nearest fire alarm call point in the foyer. During the school day the Headmaster or Senior Member of staff will call the Fire Brigade.
5. Outside of the school day, the Senior Instructor/ Teacher/Coach/Organiser or authorised person will call the Fire Brigade in accordance with instructions as below at Paragraph 8.
6. The Fire Brigade must be met at the main gate and directed to the fire. (Site Team).

ON THE SOUNDING OF THE FIRE ALARM/ DISCOVERING A FIRE

7. a) Everyone must leave the premises immediately, make their way directly to the Assembly Point in the Main Car park and ensure that their presence is registered by the appropriate person (see 9).
- b) All doors and windows immediately surrounding the fire should be closed. Fire doors must be closed.
- c) Each Senior Instructor/Teacher/Coach/Organiser should escort the children currently in his or her charge from the building using the nearest available exit.
- d) No-one should stop to collect personal belongings.
- e) Everyone should proceed to the assembly point in the Main Car park.
- f) Hirers are responsible for their own roll call, evacuation and assembly point.
- g) The registers should be checked to ensure that all club/group members have been evacuated. A similar check should be made for staff.
- h) The School should not be re-entered until the Site Team is certain it is safe to do so.

CALLING THE FIRE BRIGADE

Authorised person ie. Senior Instructor/ Teacher/ Coach/ Organiser

8. a) Call the Fire Brigade (dial 999).
- b) Give the operator your telephone number and ask for Fire.
- c) When the Fire Brigade replies say distinctly "Fire at the Campion School, Wingletye Lane, Hornchurch RM11 3BX"

Do not end the call until the address has been repeated by the Fire Brigade. Call the Fire Brigade immediately to every fire or on suspicion of fire.

RESPONSIBILITIES

Senior Instructor/Teacher/Coach/Organiser

9. a) Building Check

Responsibility of Senior Instructor/ Teacher/ Coach/ Organiser in response to the fire alarm

Please ensure that all in your charge are evacuated safely.

If the cause of the alarm is observed, eg. broken fire point glass or fire! Then obviously this should be relayed to the Site Team.

Under no circumstances should members of staff/public put themselves in danger.

b) Site team:

- (i) To open the gate to the field and meet the Fire Brigade at the main gate to direct them to the emergency.
- (ii) To clear roads and access routes (warn against suspect load bearing surfaces).
- (iii) To ensure that mains gas and electrical services are turned off.
- (iv) In the case of false alarms, locate the broken alarm point and report to Site Manager.

FIRE INSTRUCTIONS FOR USERS OF THE SWIMMING POOL

1. In the event of fire it is the first duty of all concerned to prevent injury or loss of life.
2. Each coach/teacher/instructor/organiser should make certain that he or she knows all the means of escape and, in particular, should ensure that any Fire Exits are readily available.
3. If it is possible to attack an outbreak of fire it should be done only without taking personal risks. It is necessary to know where all fire-fighting equipment is kept and how to use it.

4. WHEN A FIRE IS DISCOVERED OR REPORTED

- a. The alarm should be raised by operating the nearest fire alarm call point in the swimming pool foyer. During the school day the Headmaster or Senior Member of staff will call the Fire Brigade.
- b. Outside of the school day, the Senior Instructor/ Teacher/ Coach/Organiser or authorised person will call the Fire Brigade in accordance with instructions as below at Paragraph 6.
- c. The Fire Brigade must be met at the main gate and directed to the fire. (Site Team).

5. ON THE SOUNDING OF THE FIREALARM/ DISCOVERING A FIRE

- a. **Everyone must leave the premises immediately, make their way directly to the Assembly Point on the field and ensure that their presence is registered by the appropriate person (see 7).**
- b. All doors and windows immediately surrounding the fire should be closed.
Fire doors must be closed.
- c. Each Senior Instructor/Teacher/Coach/Organiser should escort the children currently in his or her charge from the building using the nearest available exit.
- d. No-one should stop to collect personal belongings.
- e. Everyone should proceed to the assembly point on the field.
- f. Hirers are responsible for their own roll call evacuation and assembly point.
- g. The registers should be checked to ensure that all swimmers have been evacuated. A similar check should be made for staff.
- h. The pool should not be re-entered until the Site Team is certain it is safe to do so.

6. CALLING THE FIRE BRIGADE Authorised person i.e. Senior Instructor/Teacher/Coach/Organiser

- a. Call the Fire Brigade (dial 999).
- b. Give the operator your telephone number and ask for Fire.
- c. When the Fire Brigade replies say distinctly "Fire at the Campion School swimming pool, Wingletye Lane, Hornchurch RM11 3BX"
Do not end the call until the address has been repeated by the Fire Brigade. Call the Fire Brigade immediately to every fire or on suspicion of fire.

7. RESPONSIBILITIES

Senior Instructor/Teacher/Coach/Organiser

a. Building Check Responsibility of Senior Instructor/ Teacher/ Coach/ Organiser in response to the fire alarm

On completion of your responsibilities with those in your charge at the time of the alarm the pool buildings to be checked to ensure that a complete evacuation has occurred.

The purpose of this operation is solely to ensure that the premises have been cleared. If the cause of the alarm is observed, eg. broken fire point glass or fire! Then obviously this should be relayed to the Site Team. Under no circumstances should members of staff put themselves in danger.

b. Site Team

- i. To account for the Pool operator and register him.
- ii. To open the gate to the field and meet the Fire Brigade at the main gate to direct them to the emergency.
- iii. To clear roads and access routes (warn against suspect load bearing surfaces).
- iv. To ensure that mains gas and electrical services are turned off.
- v. In the case of false alarms, locate the broken alarm point and report to Site Manager.