



A joint Catholic & Church of England Academy

CONDITIONS OF LETTING OF ACADEMY PREMISES

- 1) The hirer will make all arrangements to ensure adequate protection of Academy property and equipment.
- 2) The hirer shall be fully responsible for the orderly nature of the function and shall ensure compliance with the following safety issues: reporting accidents, first aid, faulty equipment, and fire/emergency evacuation. Fire details can be obtained from the Finance manager/Premises Manager.
- 3) Attendances shall be limited to the number of persons that may be comfortably and safely accommodated on the premises.
- 4) It is the responsibility of the hirer to obtain all the appropriate licences.
- 5) The hirer shall provide evidence to the Academy that suitable safeguarding procedures are in place and followed for all staff/volunteers of any organisation working with children, young people or vulnerable adults.
- 6) The Academy will not be held responsible for the loss of or damage to the property of hirers or guests.
- 7) The hirer shall not interfere with the gas, electrical or water fittings.
- 8) The hirer shall not sub-let the premises.
- 9) The Academy shall have the right to cancel any function without notice.
- 10) The hirer shall sign a form indicating his/her acceptance of these conditions and indemnifying the Academy and the Council against any claims arising from the use of the premises and shall reimburse the Academy or Council for the cost of remedying any loss or damage occasioned by the use of the Academy for any function. Evidence of Public Liability Insurance cover is required for £10,000,000.
- 11) There shall be no general admission of the public to any function and no money shall be taken at the door as guests are admitted (i.e. admission shall be confined to ticket holders). Sale of tickets must be limited to members of the organisation and friends.
- 12) It should be noted that the organisers should make adequate arrangements for the provision of cloakroom supervision since servants of the Authority are not available for these services.
- 13) All articles found in the building shall be handed to the caretaker.
- 14) Academy accommodation will not be let for any lecture, entertainment or purpose having, in the opinion of the Governors, an immoral or vicious tendency.
- 15) Any charge made for the premises shall be paid to the Academy in advance of the date of hire. The signatory of the application form will be responsible for ensuring that this is carried out.
- 16) Payment of gratuities to any member of the Academy Governors, Academy Staff or the servants of the Education Authority and acceptance thereof by such servants is forbidden.
- 17) After the letting the premises should be left in a perfectly clean state and where this condition is not observed the hirer shall be refused further lettings.
- 18) The caretaker has the right to remove any person from the premises who infringes any of these regulations and may call in the aid of the police for this purpose.
- 19) Any additional conditions, which the Council approve, shall be enforceable without notice.
- 20) No letting will be allowed for the purpose of private profit.
- 21) The premises will not be heated between the last day of May and the first day of October for the hirer.