



Grange Park Primary School External School Enquiry Form. HALL HIRE.

Please complete this form and return to [Beci Genery—rebecca.genery1@taw.org.uk](mailto:rebecca.genery1@taw.org.uk)
Please note that this is an enquiry form and NOT a Booking Form.

Name Of Company/Hirer		
Contact Number		
Brief Description of club/event		
Expected no. attending		
Equipment required (Tables/chairs ect)		
Expected duration of letting (one off/weekly/on going ect) Please state which day.		
Start date of letting		
Start time (The time you will need access from)		
End time (Time you will be leaving the site)		
<p style="text-align: center;"><u>Rates:</u></p> <p style="text-align: center;">Our prices range from £18-£30 an hour depending on the day/time and length of hire. The price will include someone coming to open and close for your event.</p>	Notes/Requests	

We may be able to offer a discount rate —depending on the duration of the letting for clubs.

Please note, this only permits the letting of the hall. If you require the use of the MUGA area or playground—please let us know under 'Notes'. For 3G pitch hiring, please visit the Telford and Wrekin Leisure website or email for details.



Grange Park Primary School CONDITIONS OF HIRE

DEPOSIT

For 'on-going' hire, we will invoice the company directly at the end of each month. Payment can be made by BACS, cash or cheque.

For 'One-off' hire, such as birthday parties—we ask for a 50% deposit to be paid at the time of booking. The remaining fee will be due the day before the event. This can be paid by cash or cheque.

RESTRICTIONS TO ACTIVITIES

The legal agreement that was drawn up for the running of the building states: "The school is to be used as a dedicated educational establishment and any use of the facilities must be appropriate having regard to that use."

The school is happy to let out certain areas of the building to the community, to promote and build positive relationships with these stakeholders. The school does not allow alcohol to be sold or permitted on the premises at any time. The school's policy is never to raise money for profit; any additional funding raised will be reinvested and used to support the successful education of our students.

CHILDREN

It is the responsibility of the hirers of the building to ensure the protection, safety and well being of the children in their care.

DAMAGES

The hirer shall pay GPP the amount certified by the school as being the amount incurred in making good any damage to, or loss of, the building, furniture, carpets, and fittings or any article owned by the school arising out of the hire of the premises.

The hirer shall indemnify the school against all claims, costs or demands in respect of personal injury and/or loss or theft of, and/or damage to property however suffered or incurred by any person or company whatsoever, which may arise out of the hiring of the premises. The school will not accept any liability for the loss or damage to articles of clothing or any other property.

SMOKING

Smoking is not allowed anywhere in the building or the surrounding area.

MAINTENANCE OF GOOD ORDER

The hirer shall at all times be responsible for the maintenance of good order during the function and shall ensure that no undesirable person is permitted to enter, remain or otherwise make use of the premises and that no person shall trespass on parts of the building not hired by the hirer. If instructed by the Site Management Team or Business Manager the hirer shall remove, or cause to be removed, any person from the premises. Responsible persons must be appointed to act as stewards during a function to see that these Conditions of Hire are strictly observed.

RIGHT OF ENTRY

The school reserves the right of free and unimpeded entry to themselves, at all times to all parts of the premises. Emergency Service officers (Police, Fire, Ambulance) when in uniform shall have free access to the premises at all times during which any function is taking place

ALCOHOL

Alcohol is not permitted on site.



Grange Park Primary School CONDITIONS OF HIRE

LEGAL REQUIREMENTS (Fire & Security)

The Site Management Team will be named, 'Responsible Person' who will, under the Regulatory Reform (Fire Safety) Order 2005, be accountable for the safety of all persons attending the function, and to ensure that at no time is the safety of the premises or the occupants compromised in any way. The responsible person will familiarise themselves with the layout of the building, fire exits, fire-fighting equipment and the operation of the fire alarm, and make provision for contacting the emergency services and Senior Leaders should an incident occur. Fire evacuation procedures will be relayed to all visitors prior to the letting taking place. There are no public telephones in the building.

NOISE

Hirers must abide by the terms of the planning permission which state that "No live or amplified music shall be played on the premises that is audible at any boundary of the site".

EVACUATION OF THE PREMISES

The hirer shall ensure that the building is vacated by all persons attending a function (including all persons employed by catering firms etc) by the time that the booking finishes, and that all articles and equipment brought to the premises in connection with the function are removed by that time. All functions must end by the prior agreed letting time. Please ensure that those who leave the building at a late hour do so quietly so as to ensure that no disturbance is caused to neighbours.

FIRE AND SECURITY ALARM

The Site Management Team (SMT) can be contacted in the event of accidental activation of the fire or security alarm. At least one member of the SMT will be on site. In the event of this occurring they should be contacted immediately. If an alarm does sound visitors should make their way to the nearest evacuation point unless otherwise notified by the SMT.

STORAGE OF EQUIPMENT

No hirer may store equipment (or other articles) in any part of the building without the consent of the school.

CANCELLATION OF HIRE BY THE SCHOOL

The school reserves the right to cancel any bookings at any time in which case the full deposit will be refunded.

DBS CERTIFICATES

The hirer should provide original copies of all DBS certificates where necessary. Copies will be made by GPP and held in line with data protection.

INSURANCE

It is the responsibility of the hirers to ensure that they are adequately covered. Original certificates must be seen prior to a letting taking place.

I have read and understood the conditions of hire and agree to them

Signed _____ Print Name _____

Date _____