

## **Hire of Thomas Eaton Primary Academy Premises**

### **General Conditions**

1. Applications for the letting of Thomas Eaton Academy shall be made to the school office, as the administering organisation for lettings on behalf of the Governing Body.
2. Although lettings are welcome throughout the year, it should be noted that essential repairs and redecoration takes place on the school site during school holiday periods. Also occasionally important school events may take precedence.
3. The account for hiring must be paid in advance of use.
4. No refund will be made unless seven days notice of cancellation of a letting is given, in writing, to the school office.
5. Persons hiring premises, grounds or equipment will be held responsible for any damage or misuse to buildings, furniture or other property.
6. If any additional expense is incurred in the removal and replacement of furniture or any exceptional cleaning becomes necessary in consequence of the use of the premises, the persons hiring the building will be notified, and will be responsible for any such expense.
7. The Diamond Learning Partnership Trust cannot accept responsibility for any loss, damage or accidents occurring during occupation of the premises and particular attention is drawn to the observation of the safety regulations, e.g. fire exits must not be locked.
8. The Diamond Learning Partnership Trust does not seek, in paragraphs 5 and 7 above to absolve itself or any employees from liability as owners/occupiers of the premises but in view of the indemnity given to the hirer, consideration should be given as to the advisability of obtaining 3<sup>rd</sup> party insurance cover.
9. No smoking is allowed on the premises. Alcoholic beverages may be allowed at the discretion of the Diamond Learning Partnership Trust.
10. Any items of electrical equipment must be inspected and tested before being used. In addition, any portable mains electrical equipment which is to be used outside of the building must be protected by the use of a 'Residual Current Device (RCD)'.
11. If any part of the premises is to be used for public entertainment purposes, the conditions attached to the public entertainment licence and stage play licence shall be observed. A copy of these licences may be seen on application and the hirer should be deemed to have had notice of all such conditions.
12. Hirers should make themselves familiar with safety and fire evacuation procedures.
13. Access and circulation is limited to the agreed area of hire, which will include access to toilets and running water.

**THOMAS EATON PRIMARY ACADEMY**  
 Church Street, Wimblington, March, Cambs, PE15 0QS

**Head of School: Mrs N Jones**

**Telephone: 01354 740392**

**Booking Secretary: Mrs Emma Weatherill**

**APPLICATION FOR HIRE OF THOMAS EATON PRIMARY ACADEMY PREMISES**

FULL NAME OF ORGANISATION OR HIRER			
ADDRESS OF ORGANISER			
Telephone Number (Day)		(Evening)	
Purpose of Hiring			
Are you VAT registered? Yes/No		If so, please give VAT No.	
DATE BOOKING REQUIRED			
Room/Area Required:	Time access Required:	Time event begins:	Time event finishes:
<b>Approximate Numbers</b> Taking part: Attending as audience:		Total Number:	
Will there be music or dancing? Yes/No If yes please give details of disco, group, band etc.			
Will all those attending be:			
		Over 18	Please tick as appropriate
		Under 18	
		Both	

**Statement**

**I/We agree to abide by the conditions set out in the Hire of Thomas Eaton Primary Academy Premises**

Signed.....Date.....

**LETTINGS FEES FROM 1<sup>st</sup> JANUARY 2019:**

Hire of rooms within the building	£15.00 per hour
Hire of field	£15.00 per hour
Hire of Playground	price on application