

The Crypt School Hiring Agreement V4 March 2021



Facility to be Hired	Main School Hall	Y / N	Kitchen	Y / N
	Toilet Facilities	Y / N	Changing Facilities	Y / N
Other Facilities Required				
Date of Use				
Hours of Use				
Purpose of Hire				
Applicant's Name				
Club Name				
Applicants / Club's Invoicing Address				
Contact Telephone Numbers	Home			
	Mobile			
Email Address for Contact				
<u>Payment Terms</u> Bank Account Details Yorkshire Bank Sort Code: 05-04-35 Account: 76991111 Reference: Your Clubs Name	Indicate your selected payment method			
	Weekly Direct Bank Transfer			
	Monthly Standing Order			
	Direct Bank Transfer 5 days following invoice			
	Please note we no longer accept cash or Cheque payments			
Agreed Hire Fee	£			
Deposit	£			
Total Charge	£			

It is the hirers' responsibility to provide the School with up-to-date copies of the following documents at time of application:

	Up to date Copy Attached Y/N
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1. Liability Insurance copy (in date)	
2. Completed Risk Assessment Form (this can be basic, but does require a thought process from your perspective, to identify risk for your team members and the possible reduction of these risks)	
3. We acknowledge and agree to observe the schools COVID protocol	

By signing this agreement, you accept and agree to all our Terms and Conditions overleaf and The Crypt Schools' Letting Policy.

Name of Signatory:

Position:

Signed:

On behalf of:

Date:



TERMS AND CONDITIONS FOR HIRE OF SCHOOL PROPERTY

- All lettings must be adequately supervised by responsible adults.
- All bookings are required to have signed the Crypt School hire agreement form and send a copy of their public liability insurance policy if available.
- In signing the Crypt School hire agreement, hirers accept and acknowledge that the school site is not manned and responsibility passes to the hirer to check that the facilities are safe to use. The School makes every effort to ensure the facilities are kept clean. We can provide cleaning equipment outside the hall doors for hirers to use if required.
- Any damages or breakages occurring or found at the start of a session must be reported to the Operations Manager by email to lettings@crypt.gloucs.sch.uk, or by texting mobile 07549 122 815 as soon as possible in order to identify responsibility.
- All lettings to provide a name and phone number for point of contact on the hiring agreement.
- Misconduct and unexplained damages will result in withdrawal of facilities and potentially additional charges.
- Hirers must ensure that all lights are switched off and all doors and windows are securely shut on exiting from the building.
- The School has the right to cancel a booking for School needs. The School will give prior warning of such an event.
- All weekday lettings to vacate premises by 10pm.
- Unless by prior agreement, all one-off and short term lettings to make payment in full before letting commences.
- Two weeks' cancellation notice required for bookings.
- All equipment **MUST** be returned to where found or to identified storage areas. All equipment must be retained within the hall.
- Where activities involve young persons, the club, organisation or event holder to have a Safeguarding policy and appropriate DBS clearance for at least one leader attending this booking.
- It is the hirers' responsibility to ensure the facilities are left in a clean and tidy condition.
- No activity with balls to be played in the school buildings or corridors. Ball sports can only take place in the designated areas.

COVID Protocol

- Teams to provide own equipment.
- All attendees must sanitise hands before entering hall and on exiting.
- A register of all attendees is maintained for track and trace.
- Social distancing is to be observed between different hiring clubs.
- You inform the school asap if a team member is suspected or diagnosed with COVID so we can take the appropriate action.
- Team members are not to attend if feeling unwell.
- No spitting.
- Please wipe down touched areas, such as handles, at the start of your session – and at the end of your session.

- Please regularly use hand sanitiser – **NOT** supplied.

Hire Fees

	Hire Fee	<u>Required Deposit</u>
<u>Lettings 2021 Cost Per Day</u>		
Friday Night - Occupancy Hire 17:00 - 22:00 Let. Clean, Admin	350	350.00
Small Wk.End - let, Clean, Admin (100 people attending) 08.00 - 22:30	500	500.00
Use of School Kitchen	150	-
Wk./Day Evening	75	-
Re-setting Exam Desks	180	-
Sports Hall & Classrooms - Weekends	200	-
Going over stated time	280	-
Lettings 22.30 - 24.00 Extra time	200	-
Leaving school premises in untidy / unacceptable condition (Taken from deposit)	350	-

Sports Hall

Emergency Action Plan

