

Private Hire



The **STEINER**
ACADEMY
Hereford

BOOKING FORM PACK

Name of individual (MAIN CONTACT)

PLEASE COMPLETE AND RETURN THE **WHOLE PACK** TO:

Mel Whitehead
 Steiner Academy Hereford,
 Much Dewchurch,
 Herefordshire
 HR2 8DL
mel.whitehead@steineracademyhereford.org.uk

IMPORTANT INFORMATION:

Hirers should not consider their booking complete until a Letter of Confirmation has been received from the Academy.

This form is to be completed by the person responsible, on behalf of the hirers. It is understood that this person will be responsible for the payment of all charges relating to this booking, and will ensure all aspects of the Terms and Conditions are adhered to at all times.

For office use only:

Copies of Public Liability Insurance recd:	<input type="checkbox"/>	other docs? E.g. TEN
Bookings calendar updated:	<input type="checkbox"/>	by: Date
Letter of Confirmation sent	<input type="checkbox"/>	by: Date
Invoice Request Form issued	<input type="checkbox"/>	
Invoice sent:	<input type="checkbox"/>	Date Payment Terms
Payment received:	<input type="checkbox"/>	Date

Please fill in details on this page

MAIN CONTACT	
Name of individual (MAIN CONTACT)
Appointment/Role in organisation
Name of Organisation
Contact address
.....
.....	Post Code
Phone (day) (evening)
Mobile (please provide at least one contact number)
Email address
Nature of event
Date of event
Usage category: A) SAH / Local Community fundraising event (<u>do not use this pack</u>)
 B) Curriculum support /extended schools
Please tick one C) Private use by members of the SAH community
 D) Independent / Commercial use

- I confirm that I am over the age of 18 and I understand that if permission is granted, it will be subject to all conditions of usage within the Academy's Letting Policy
- I accept that a charge will be made by the Academy for the use of the facilities and that I / the organisation will pay the sums due within the stipulated time before the commencement of the letting.
- I am aware that paying this charge does not absolve me and my organisation (as the hirer) of the responsibility for injury or damage caused by our neglect during the hire. I understand that I must give immediate notice in writing to the Administrator of any accident or damage caused during the letting.
- I understand it is my responsibility on behalf of my organisation, to ensure that any area of accommodation used in the course of this letting is left in the condition in which it was found, and that I must ensure my organisation leave the premises at the time stated on the booking form
- I confirm that I have received a copy of the Conditions of Hire and agree to the requirements contained within them and enclose a **copy of my Public Liability Insurance certificate** (ref Conditions of Hire item 19)

Signature of Applicant Date

Please fill in details on this page

Room selection

Pricing shown on next page

ACCOMMODATION REQUIRED		TIME		DATES	TOTAL HOURS	COST PER HOUR, 1/2 day, Full day	TOTAL COST
		FROM	TO				
Hall							
Pavilion							
<i>Specialist room</i>							
Eurythmy room							
Woodwork room							
Music room							
Classroom <i>(Please specify)</i>							
Classroom <i>(Please specify)</i>							
Classroom <i>(Please specify)</i>							
Eurythmy therapy room <i>(small)</i>							
Outdoor Games Area - MUGA							
Additional facilities:	Kitchen						
	Specialist lighting						
	Projector						
	Fixed Seating						
	Tables						
	Chairs						

Pricing

FACILITY		Full rate (hourly)	Full rate day (9.00 – 5.00)	Full rate eve. (5.00 – 10.00)
Hall		£15.00	£115.00	£70.00
Pavilion		£8.00	£60.00	£36.00
<i>All rooms</i>				
Eurythmy room		£7.00	£52.00	£32.00
Woodwork room				
Music room				
Classroom				
Eurythmy therapy room (small)				
Outdoor Games Area - MUGA				
	Specialist lighting	Single Fee - £12.00		
	Projector	Single Fee - £10.00		
	Kitchen – Light use (teas/coffees, cold food)	£5.00 / hr	A KITCHEN INDUCTION must be undertaken with the kitchen staff well before any hire before permission to use the kitchen will be given	
	Kitchen – Heavy use (incl cooking)	£10.00 / hr		
	Fixed Seating	/		
	Chairs (per doz.)	/		
	Tables (small) each	/		
	Tables (large) each	/		
Caretaker visit (unset/set alarm) per visit to site			£20.00	
Performing Rights Society tariff (if applicable)		variable		

Normal Opening Times

Mon – Fri

08:00 to 22:00

Weekends

10:00 to 18:30

Other times available

by prior arrangement with the Administrator.

Please fill in details on this page

Charge calculation

Based on the information from the Room selection and the Pricing tables please complete the charges calculation:

DETAIL	Info	£
Room charges		
Additional Facilities		
Caretaker visit	<p>Hirers are expected to unset and reset alarms themselves if <u>weekend / evening</u> hire.</p> <p>Meeting with the Premises Manager for instructions on how to access the site must occur prior to any hire.</p> <p>A caretaker visit to open / close or the site is an extra service if required.</p>	
Performing Rights Society tariff	The PRS charges that you need to pay will depend on the type of music used. See T&C No. 24. Please confirm if you believe a tariff needs to be paid.	
	TOTAL	

PLEASE INCLUDE PAYMENT WITH THE RETURN OF THIS BOOKING PACK

Cheques payable to: Steiner Academy Hereford
 Bank Transfer details: Sort Code: 30-94-14, A/C No: 00285804
 (please add a clear identifying note related to booking)

One off bookings

All payments to be received in advance

Regular bookings Bookings for 10 sessions/weeks or more will be invoiced at regular intervals throughout the term. 10% discount for bookings of 10 or more weeks. Please include payment for at least the **first 2 sessions** with this application.

Cancellation Charges 50% if cancellation notice is received less than 21 working days before hire.
100% if cancellation notice is less than 7 working days before hire;

These charges will apply unless the facilities can be re-let, in which case a refund will be made, pro-rata to the replacement letting fee received.

Emergency please contact:

Stuart Askew 07880 491070

Kate Andrews 07792 414065

If the alarms are activated please contact

Shinji Nakamura on 07895 989434

CONDITIONS OF HIRE

1. **Acceptance of Conditions**

The hiring of Steiner Academy Hereford facilities are permitted only on the conditions set out below. Acceptance of a booking confirmation by a hirer is deemed to be acceptance of these conditions.

2. **Public Entertainment License**

The Academy is licensed for the following activities: the performance of plays, films, live music, recorded music, dance & other regulated entertainment. Permission for the sale or consumption of alcohol **must** be sought from the Governors, and the appropriate license applied for by the hirer from Herefordshire Council.

3. **Conditions of Use of Hall for Licensable Activities**

The hirer must comply with the following conditions of the Premises License:

- a) All doors and windows at the premises **shall be kept closed after 21.00** except during immediate access and egress.
- b) Noise from the premises must not be audible or discernible within any occupied structure where people normally reside or sleep when assessed with windows and doors closed. Any request to adjust noise levels made by an *authorised person* must be complied with immediately.
- c) Where regulated entertainment is provided, the license holder or a responsible person nominated by them in writing will monitor noise emanating from the premises at least once an hour to ensure that no noise nuisance is being caused. A written record shall be kept detailing the name of the person, the monitoring locations, and the date and time.
- d) Any courtyard or garden shall not be used in connection with licensable activities.
- e) Outside lighting shall not cause a nuisance to nearby properties.
- f) Prominent notices requesting the public to respect the needs of local residents, and a number to call in the event of any problems shall be displayed prominently. (These are available from the Administrator).

4. **Nominated Organiser**

The hirer must nominate at least one person who will be on site during the period of the actual hiring to ensure that the prescribed conditions of hire are met. This person must be identified and must make her / himself known to the Reception Co-ordinator or their representative at the start of the letting, must arrive in advance of the rest of the group and must leave only when all of their group have left.

5. **Areas hired**

The hirer must ensure that only the areas hired are used.

6. **Behaviour and Supervision**

Children must be supervised at all times within the building and grounds.

If areas are indicated as 'out of bounds' the hirer should ensure these remain so during the period of the hire and take measures to control/prevent access to these areas.

The hirer will be responsible for ensuring the good behaviour of all those using the Academy premises. S/he must keep noise at a reasonable level, as determined by on-site staff, at all times. Adequate marshalling provision should be made before the event.

The hirer should take all precautions to prevent any damage. Some footwear in particular can cause damage to floors hirers will be liable for damage caused specifically by inappropriate footwear or failure to use the protective mats provided. (For some uses, the Governors may require the use of specialist protection for the floor, which will be charged in addition to the hire cost)

The hirer is required to pay for any breakages, losses or damage to property arising out of the letting.

No pets/dogs (other than guide dogs) are allowed anywhere on the school site.

7. Periods of hire

The hirer must ensure that the period of actual hire does not exceed the times booked and must include all of the time taken for preparing for the event and clearing away.

8. Numbers

The numbers of people using the Academy premises at any one time must not exceed the numbers indicated on the booking form and agreed with the Academy. Failure to comply with this condition will result in the immediate termination of the letting without refund.

9. Cleaning

The hirer must leave the areas used, including the Academy grounds, in a good state of cleanliness.

It is important that the site is left clean and in particular any items that have been used that belong to the school are returned to their normal 'homes' and not left 'nearby'. e.g. Blackboards, easels, tables, chairs, bunting, bowls, signage, stools, plates, cutlery, cleaning equipment, timber, foliage,.

Additionally any items that have been brought onto site must also be removed. e.g. construction materials – timber, foliage, packaging.

There are specific cleaning requirements for the kitchen and details will be discussed during the mandatory kitchen induction.

10. Health and Safety

Health and Safety features of the Academy, such as evacuation routes, will be indicated by on-site staff at the time of introduction or hire.

The hirer will take all precautions possible to prevent fires or accidents and Risk Assessments may be requested and required by the Academy as a condition of proceeding with the booking.

The hirers should indicate to their attendees that the evacuation muster point should be:

At the FRONT of the school, moving into the Church Yard as required.

The Fire Alarm Test is at 4pm every Thursday.

We recommend a register of attendees where possible during events to assist in any evacuation.

The hirer must not interfere with, or misuse, any property of the Academy which is provided in the interests of health, safety or welfare. Hirers have a responsibility to ensure that all activities are safe and to safeguard their membership from avoidable harm.

The Hirer shall be responsible for the prevention of overcrowding such as would endanger public safety and for keeping clear all gangways, passages and fire exits.

11. DBS checks

If facilities are hired during school hours, hirers must ensure that DBS checks are in place in accordance with the Academy's Safeguarding and Pupil Welfare policy. The Academy will seek written assurance that the hirer has appropriate policies and procedures in place in regard to safeguarding children and child protection.

12. Qualified instructors

Hirers who arrange an activity that is potentially dangerous must ensure that any instructors or leaders are suitably qualified and hold appropriate public liability insurance.

13. Academy equipment, fabric and fittings

No use may be made of Academy equipment, such as pianos, without the prior agreement of the Academy. The hirer must not interfere with the fabric, fittings or contents of the Academy premises in any way.

14. Hire of extra facilities

Extra facilities such as projectors, lighting or pianos must be confirmed at the time of booking, and paid for prior to the event.

15. Hirer's property

Permission should be obtained from the Academy in advance if the hirer wants to bring electrical equipment onto the premises. Hirers may not bring equipment or articles of an inflammable, explosive or dangerous nature onto the Academy premises.

16. Right of access

The Governing Body and its agents reserve the right of access to the premises during the letting.

17. Deposits

For any booking the Academy may require a refundable deposit to be paid at least 3 weeks before (hall bookings) or prior to (other areas) the date of hiring. This will be held by the Governors against any damage caused by the hirer or supplementary cleaning required as a result of the hiring.

18. Payment of charges

For hall bookings the hire charge, must be paid at least 21 days before the date of the hiring, otherwise the accommodation will not be regarded as booked. For all other bookings the hire charge must be paid before the date of the booking.

Cancellation of the hire must be notified in writing to the Academy. In the absence of such written confirmation, the hirer will still be liable for the full cost of the booking.

Refunds for cancelled bookings are at the discretion of the Academy.

19. **Insurance**

All hirers are required to provide their own public liability insurance. This insurance must provide cover for the hirer in the event of a claim for damage to property or injury made against the hirer from a third party, which arises out of the hiring of the Academy premises. A copy of the hirer's policy certificate should be attached to the booking form.

20. **Own Risk**

It is the hirer's responsibility to ensure that all those attending are made aware that they do so at their own risk.

In some instances the Academy may request a hirers Risk Assessment of the activities/event taking place in order to allow the letting to take place.

21. **Accident or Injury**

Any accident or injury must be notified in writing to the Academy so that it can be noted in the Academy's accident records.

The Governors do not accept any responsibility for any accident or injury or loss of property that may occur to, or be sustained by, persons using the Academy premises during the period of the letting.

22. **Alcohol**

Alcohol may not be sold or served without the written agreement of the Governors. If permission is given, alcohol may not be sold on the premises without a magistrate's licence (ref 2 above)..

23. **Smoking**

The Academy is a smoke free site, and operates a non-smoking policy in all of its buildings, grounds and facilities.

24. **Copyright of Performances**

No musical works in the repertoire of the Performing Right Society may be performed in public on the premises unless the hirer has obtained the permission of the Society. No copyright material may be delivered or performed without the consent of the owner of the copyright.

The Academy is registered with the Performing Rights Society but the hirer will be charged the appropriate tariff depending on the type of performance eg. Classical, Popular Music, Variety, Theatrical etc

25. **Indemnity**

The hirer should indemnify the Academy from and against any liability, damages, costs, charges and expenses incurred by the Academy as a result of any breach by the hirer of these conditions.

Please send completed whole booking form packs to:

Mel Whitehead c/o Steiner Academy Hereford, Much Dewchurch, Hereford HR2 8DL

mel.whitehead@steineracademyhereford.org.uk