

14. The Hirer will be responsible for ensuring a First Aid person attends the hire session and details of the First Aid person are clearly stated on the hire agreement.
15. All functions must be opened for inspection of the Police and/or the School.
16. The hire shall only be granted in writing and, following the submission of a written application giving all the necessary information.
17. Invoice for payment to be issued within seven days of commencement of hire. Invoice to be issued each half term which will need to be settled in full prior to commencement of next period of hire.
18. If the Hirer cancels the hire less than 48 hours before the date of the event the hire fee will still be charged at the full rate.
19. The School reserves the right to cancel any hire in the event of the premises being required for use as a Polling Station or for school events. In this case the Hirer shall be entitled to a refund of any monies paid.
20. No more than the number of persons stated in the agreement shall be allowed to use the premises at any one time.
21. The premises shall not be changed in any way, no objects to be driven into the fabric or furnishings, and no structural alterations. No slogans, advertisements, flags or emblems or decorations to be displayed outside the premises without prior written consent of the School.
22. The Hirer must ensure no exits are blocked, no obstructions in corridors or fire appliances removed or tampered with. The Hirer shall ensure that users are aware of the locations of emergency exits and the Hirers shall make themselves aware of the location of fire fighting equipment.
23. All scenery and costumes used for stage performances and the like must be fireproofed.
24. All electrical appliances including lights which shall be connected to the electrical installation in the premises shall be properly insulated and plugs and sockets shall not be overloaded.
25. In the event of the premises or any part being rendered unfit for the use for which it had been hired the school shall not be liable to the Hirer for any resulting loss or damage whatsoever.
26. The School accepts no responsibility for any personal belongings left on the premises during the period of hire. Changing room accommodation is available only to those persons hiring the facilities. (Indoor or outdoor.) Where changing and toilet facilities are provided the Hirer will be responsible for their cleanliness and also for any damage sustained whilst being used by them.
27. Any incident or accident must be reported to the site staff as soon as safe and practicable after it occurs.
28. It is the responsibility of the Hirer to complete an accident form for any accidents occurring during the session.
29. There must be adult supervision of any movement of equipment.
30. Correct footwear relevant to the surface (indoor or outdoor) must be worn, no metal studs or blades

IF HIRE CHARGES ARE NOT PAID WITHIN 14 DAYS OF INVOICE THE SCHOOL RESERVES THE RIGHT TO CANCEL THE HIRE CONTRACT.

ADDITIONAL REQUIREMENTS FOR PITCHES

1. The Hirer must keep strictly to the pitch(es) allocated and must not transfer to adjoining vacant pitches (or grounds) without prior authorisation, the Hirer will run the risk of losing the pitch allocation if found defaulting.
2. Where the pitches (es) are shared it is the duty of either the Hirer or League Secretary to arrange fixtures accordingly. And any duplication of home fixtures shall be resolved by the respective Hirers. Hirers must provide a list of all home fixtures to the School on a monthly or termly basis.

3. RELEVANT TO ASTRO TURF

Slide tackling is strictly prohibited and must be enforced by the Hirer.

Entry onto the site/pitch must be via gates only and not by climbing over any fences surrounding the pitch and/or site.

Signed _____ Designation _____

Date _____

Name and address of Hirer Mr/Mrs/Miss/Ms _____

Telephone Number: Home _____ Work _____ Email _____

PLEASE SIGN AND RETURN ONE COPY TO SCHOOL

For the sake of this document, 'premises' relates to all indoor and outdoor hire. July 2013

**HAWKLEY HALL HIGH SCHOOL
CARR LANE
WIGAN
CHARGING POLICY FOR THE HIRE OF SCHOOL PREMISES AND
PITCHES**

It is the policy of the School to make available to the community the facilities of Hawkley Hall High School for the benefit of the students and the community so far it does not hinder the work of the school.

Hire of facilities controlled by the Rowan Learning Trust will be at the discretion of the same and Hawkley Hall High School and will follow the standard conditions of hire (copy attached).

Hire charges will be at the discretion of the Rowan Learning Trust, acknowledging the different categories of users e.g. commercial, private, charitable, children's groups etc.

Charges will be flexible to cater for large and/or long term bookings. Favourable rates may be offered to help worthwhile enterprises become established or to help maintain activities.

The charging policy is reviewed annually and adjusted to suit changes in circumstances.

The community is encouraged to use the facilities and therefore the economical rates reflect this. Concessions can be arranged for targeted groups.

INSURANCE

If the group does not hold Public Liability Insurance Cover, then there is a charge of 10% of the hire charge. (Example hire charge 4 weeks @ £22.00 = £88 therefore insurance = £8.80)

PRICING POLICY

SPORTS HALL – UNDER 16	£22 PER HOUR
SPORTS HALL – OVER 16	£32 PER HOUR
SPORTS HALL – BLOCK BOOKING 10 SESSIONS (1/2 DAY CONSTITUTES 1 SESSION)	£ 125 PER WEEK
OUTSIDE AREA	
MUGA – UNDER 16	£22 PER HOUR
MUGA – OVER 16	£32 PER HOUR
HIRE COMMISSIONED BY THE LA OR EXTENDED SERVICES	£20 PER HOUR
CHARITABLE ORGANISATIONS	PRICE ON APPLICATION

July 2012

Hawkley Hall High School is a member of the Rowan Learning Trust, Company Number 8010464, Carr Lane Wigan WN3 5NY. VAT Registration Number – 134 6833 09