## HAWKLEY HALL HIGH SCHOOL, CARR LANE, WIGAN WN3 3NY CONDITIONS OF HIRE OF SCHOOL BUILDINGS AND GROUNDS SCHOOL POLICY

- 1. Hire of buildings controlled by the Rowan Learning Trust will be at the discretion of the same and Hawkley Hall High School ("the School"). References to the School include the Rowan Learning Trust unless otherwise indicated.
- 2. The Hirer shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or any insurance policies in respect thereof nor allow the consumption of alcoholic liquor thereon without written permission.
- 3. The Hirer shall be responsible for obtaining such licenses as may be needed whether from the Performing Right Society, or otherwise and for the observance of the same.
- 4. The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates Court, or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.
- 5. The Hirer shall comply with the School's Health and Safety Policy
- 6. The Hirer shall be responsible for ensuring all participants, parents and others attending the event whether as guests, organisers or otherwise comply with the maximum speed limit of 5mph whilst on the school site.

7.	Third Party Hirers' Insurance				
	In the interest of safety it is recommended that the organisation involved in the hire of school premises take out or have Public Liability Insurance Cover?  Does your organisation have Public Liability Insurance Cover?				
	Yes	No			
	The original Insurance Certificate will need to be seen annually by the School's Lettings Officer and a copy				
	kept in the School.				

- 8. If the Hirer does not possess Public Liability Insurance then a charge at the discretion of the School will be levied for each hire session.
- 9. The Hirer is responsible for ensuring a risk assessment is carried out prior to the commencement of each period of hire. Any problems or hazards identified must be reported immediately to the site staff on duty.
- 10. The Hirer is responsible for ensuring the facilities are checked prior to the commencement of each hire, any problems or hazards identified must be reported immediately to the site staff on duty.
- 11. The Hirer must ensure that the premises are left in a clean and tidy condition, properly locked and secured unless directed otherwise. Any items temporarily removed from their usual positions must be properly replaced, otherwise the School will at its discretion make an additional charge.
- 12. The Hirer shall indemnify the School for the cost of repair of any damage done to any part of the property including the cartilage thereof or the contents of the buildings which may occur during the period of the hiring as a result of the hiring.
- 13. The Hirer will be responsible for supervision of the premises, the fabric and the contents, their care and safety from damage, however slight and the behaviour of all persons using the premises whatever their capacity. **This** responsibility includes proper supervision of car-parking arrangements so as to avoid obstruction of the Highway or any playgrounds.

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- 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

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