



Peatmoor Community Facilities Conditions of Hire

Peatmoor Community Primary School
Pepperbox Hill
Peatmoor
Swindon
SN5 5DP

Tel: (01793) 887473 Fax: (01793) 887184
Registered Charity No: 1111747

The hirer shall not use the premises for any other purpose than the purpose stated in the application and shall ensure that all activities shall be conducted in an orderly and lawful manner.

The hirer is responsible at all times for full provision of health and safety measures under the Health and Safety at Work 1974 Act and the Management of Health and Safety at Work Regulations 1992, and all other relevant health and safety statutory law as displayed in the reception area. All hirers must have appropriate arrangements for monitoring who is on the premises during hire periods.

It is the hirer's responsibility to set up any equipment they require and set it down after their event within the hire period. Any hirer takes it upon themselves to move school equipment/furniture should do so at their own risk, taking due care and attention for themselves and others. Please return to their original position at the end of hire period.

Payment must be made in advance. The exception being organisations that are supporting the development of the centre. Peatmoor Community Facilities must receive cancellations in writing not less than 10 working days before the date of hiring. In the event of cancellation, the first £15 of any hiring fee (or the whole booking fee if less than £15) will be forfeited to cover administrative and other costs. Cancellations received less than 10 working days before the hiring will forfeit the hiring costs in full.

Payment, by cheque made payable to Peatmoor Community Facilities and sent for the attention of the Community Facilitator, Peatmoor Community Primary School, Pepperbox Hill, Peatmoor, Swindon SN5 5DP

Peatmoor Community Facilities reserves the right to cancel any confirmed hiring (whether regular or occasional) at any time prior to the commencement of the hiring by written notice given to the hirer. As much notice of cancellation as possible will be given by Peatmoor Community Facilities to the hirer but no minimum period is stipulated and Peatmoor Community Facilities shall be entitled to give notice to cancel any hiring as aforesaid without incurring any liability whatsoever to the hirer.

Booking will not normally be accepted for public holidays and bookings on the day prior to any of these holidays will normally terminate by 6.00pm. Any bookings on public holidays may be charged at special hire rates, and will be at the discretion of the Peatmoor Community Facilities Management Committee.

Written application for Peatmoor Community Facilities on the appropriate booking form should be received at this office at least five days prior to the date of booking. Numbers stated on the booking form should not be exceeded.

Bookings for social events require a deposit, which is refunded after the event, subject to the facilities being left in good order.

The facilities must be left as found; tables wiped and floors swept, if necessary.

Smoking is not permitted in any part of the premises or grounds including the car park

Hirers shall indemnify Peatmoor Community Primary School from and against any damages, costs or expenses which may be made against Peatmoor Community Primary School in respect of personal injury, death or loss of or damage to property sustained by any persons and occurring during or in consequence of the hiring and which shall arise from any act or omission by the Hirer or persons using any of the Community Facilities as a result of the hiring.

The hirer is responsible for insuring their property and equipment against all usual risks and hirers must take out Public Liability Insurance to cover themselves should a member of the public suffer any loss or injury due to your negligence. It is not a policy for Personal Accident.

If the hirer has not arrived within 30 minutes of the arranged time, the booking will be cancelled and full costs incurred. Premises must be vacated at the agreed time. Please make sure you leave as quietly as possible.

Peatmoor Community Facilities support new community initiatives and will allow voluntary and 'not for profit' organisations a reduced hire charge for six months for the group to become established. The booking must be for an internal room and another booking must be in the facility at the same time. All other groups will be at the discretion of the Headteacher.

The school has priority over facilities booked by the hirer. In the event that the school require use of the hall at a time which has been previously booked by the hirer, then the hirer's booking will be required to give way to the School booking and any amount paid will be returned in full to the hirer, or carried over as a credit to the following term, as agreed.

In the interest of safety, no additional cooking facilities may be brought into the building by the hirer or any person on their behalf.

Any equipment the hirer would like to bring with them must be agreed with the school before use. The hirer will not, without prior permission*, introduce any electrical equipment for use on the School premises, alter fixed installations, remove/cover up any fire and safety notices or equipment or take any actions which may create a hazard for persons using the premises or the staff or pupils. *permission will not be unreasonably withheld by the Site Manager may at any time spot check equipment brought in, for example check electrical equipment has a current PAT test sticker.

Any decorations, scenery, stage properties and costumes shall be made of fireproof materials and used so that they will not readily catch fire.

The use of inflatable play equipment is **NOT** permitted in Peatmoor Community Facilities indoor space. Use of inflatables outside the school will be permitted. The provider must provide evidence of Public Liability Insurance for at least £5 million.

Stiletto heeled shoes or black-soled trainers are not permitted in the hall. Staples, sellotape, blu tack etc is not to be used on the walls and ceilings.

Peatmoor Community Primary School reserves a right of entry to the Hall during the period of hiring for its employees. The hirer shall comply with any directions given on behalf of Peatmoor Community Facilities.

Children and Young People

The Governing Body has a responsibility to ensure the safeguarding of children and young people using school premises, both during and outside school hours. We are required to collect specific information from users of the premises to ensure that they have appropriate measures in place to protect the children and their case. A safeguarding checklist will be provided to hirer's working with children and young people, which must be completed and returned with appropriate documents before the hire date.

Safety Instructions

At all times emergency exits and doorways must be kept clear and free from obstruction.

The hirer must make himself or herself familiar with the fire instruction on the site and must ensure their group is also aware, including location of fire extinguishers and fire alarm call points. Each group must keep a register of those present and know who is on site at any time.

In the event of a fire or emergency evacuation situation, the hirer must ensure the building is immediately and safely evacuated and that the emergency services are called.

If anyone has an accident or needs first aid, a kit is available in the Oak Community room (on top of the wall cupboard) and all accidents recorded in the community first aid book.

Thank you for your cooperation in these matters. It is our aim to maintain our facilities to the very highest standards for your enjoyment. If we fail to reach these aims then please contact Mrs Caroline Bowles on Tel 01793 887473 and we will do our best to rectify the situation as soon as possible.

Revised June 2018