

# Moss Hall Junior School

## Hire of Premises

### Terms & Conditions of Use

#### **1. General Availability**

The following rooms are available to hire:

- The main School Hall
- The Dining Room
- The Music Room
- The Classrooms
- The playing field

**All lettings are for a minimum of 3 hours hire.**

The School Meals Kitchen must be hired if hot food is to be heated up. This is subject to certain conditions **[please refer paragraph 7 below]**.

Throughout term time the school premises are available for hire on Monday to Friday from 6.00pm to 11.00pm, on Saturdays from 1.30pm to 11.00pm and on Sundays from 1.30pm to 11.00pm. Although the school will be closed during the holiday breaks, all Public and Bank Holidays, it may be possible to hire the premises during these periods. Caretaker fees will be at the higher rate when working on all Public and Bank Holidays.

The number of people on the premises shall not exceed 280 people [including children] at any time. Lettings with the number of people attending above 150 people will have two caretakers on duty at all times (this is compulsory). The school has seating for 180 people in our main hall – at any time and our school dining room can accommodate a maximum of approx. 100 people for a sit down meal per sitting. Absolutely no food is permitted in the main School Hall.

The dining room has trestle tables which the caretaker on duty can assist you in setting up for your function (please request this beforehand). Alcoholic drinks can also be served but special permission has to be sought for this to take place **[please refer to paragraph 5 below]**.

#### **2. Governors**

All lettings are subject to the approval of the Governors and conditional on the hirer accepting all aspects of the School Lettings Policy.

When undertaking a letting agreement, Governors will give due regard to:

- The protection of the legitimate rights and interests of the Council
- The purposes of the group represented by the hirer
- The amenities and welfare of the local residents

Preference for use of school premises outside normal school hours will be given in order to:

- The school
- Moss Hall School Association (MHSA)
- Local community groups
- Previous hirers in good standing

All lettings will be handled by the School Business Manager, on behalf of the Governors, with the Chair of Governors having the right of final approval for all lettings agreements.

The Governors reserve the right to attend and observe any event held on the school's premises.

The Governors retain the absolute right to refuse any application or to terminate any agreement which they deem unsatisfactory.

### **3. Cancellation or Amendment**

No liability is accepted if, due to unforeseen circumstances beyond our control, the accommodation is unfit for use. In certain circumstances, it may be necessary for the school to cancel or amend a booking. Although every effort will be made to give reasonable notice of any such change(s) this will not always be possible. No compensation will be paid, in respect of any cancellation or alteration due to adverse weather, the fire alarm being activated in an emergency, the pool being out of use or any other unforeseen problem/s with the building and it being deemed unfit for use.

**A £25 fee applies for any changes to bookings after an invoice has been raised.**

### **4. Admission to Premises/Payment of Invoice**

For short term or one off lettings the full invoiced amount (less the £100 non-refundable deposit) along with the indemnity fee (see Section 5 below for more details) must be paid 10 days in advance of the letting date and evidence of such payment must be available for inspection (if required). Please note all cheque payments require 8 working days clearance. If the date your balance payment is due falls within Moss Hall School's holiday period, you must ensure your payment is received by the School Business Manager before the school closes for the holiday. Late payments will incur an £25 charge.

The completed booking form must be returned with a deposit of £100 to secure the booking (payable by cash or a cheque made payable to Moss Hall Junior School).

**This £100 deposit is non-refundable.**

For long-term lettings, invoice payments must be made in full and in advance of the next term i.e. a Spring Term Invoice must be paid before the school closes for the Christmas Period.

Any amendment to regular letting timings and dates must be submitted to the School Business Manager in good time to avoid invoices being raised unnecessarily. Failure to pay invoices on time or in full may lead to a letting being cancelled.

### **5. General Conditions Regarding Charges**

- Bookings from Charitable organisations and long term regular bookings may be subject to an individually negotiated fee (please allow adequate time for consideration by the Lettings Committee).
- Bookings that finish late (e.g. after the agreed finish time) will be charged the additional hire costs, **a minimum of one hour will apply**.
- Charges will not be calculated on less than ½ hour periods.
- Main facility bookings are inclusive of toilet facilities.
- Any facilities or services in addition to those requested and paid for in the original booking will be charged for.
- A refundable indemnity of £100 CASH must be paid at the same time as the balance of your invoice. This is in the event of damage to the premises and/or extra cleaning or your letting running over the finishing time booked.
- If alcohol is to be served a refundable indemnity of £250 CASH must be paid at the same time as the balance of your invoice. This is required in the event of damage to the premises and/or extra cleaning or your letting running over the finishing time booked.
- A license to sell alcohol on the premises needs to be obtained from London Borough of Barnet. Email: [licensingadmin@barnet.gov.uk](mailto:licensingadmin@barnet.gov.uk). Tel: **020 8359 7995**
- All charges are subject to annual review by the School Governors and Chair of Governors.

## 6. General Rules

- The schools sound system is not to be used without prior written permission from the Headteacher or School Business Manager.
- Use of the school projector in the Main Hall is not allowed without prior permission.
- Food must be consumed in the Dining Hall only.

## 7. School Meals Kitchen

The School Meals Service is an independent organisation: Pride Catering. The following are conditions for use.

- A member of the **Pride Catering** must be on duty throughout the period of a letting using the kitchen facilities, including any time needed for cleaning.
- The duties of the staff members are supervisory only and include responsibility for the equipment in the kitchen.
- Cooking is not permitted but by prior agreement food may be reheated in the ovens.
- The burners on top of the cookers may be used to boil water.
- Sinks may be used, but not sterilizing sinks.
- No other School Meals equipment such as pans, cutlery or plates may be used or moved.
- The kitchen, including cookers, worktops, sinks and floors must be left in a clean condition.
- Cleaning must be completed on the day of the letting to the satisfaction of the Pride Catering Kitchen Supervisor.
- Absolutely no portable cooking equipment is allowed on the premises.

**The minimum booking period is 3 hours for the school kitchen this is non-negotiable. A member of Pride catering must be on-site for the duration of the Kitchen hire.**

## 8. Licensing and Copyright

Approval for the consumption of alcohol on the premises must be obtained in the first instance from the school. A higher indemnity charge of £250 will apply to serve alcohol. To sell alcohol the hirer must apply for a license via London Borough of Barnet (\* a minimum of 10 working days notice is required before the event is to take place). Email: [licensingadmin@barnet.gov.uk](mailto:licensingadmin@barnet.gov.uk). Tel: **020 8359 7995**.

Fees due in respect of musical works, plays or other work where copyright exists are the responsibility of the hirer.

## 9. Insurance, Loss, Damage and Safety

Insurance cover has been affected against claims for loss or damage which the school may sustain through use of the premises, including cost of damage and the injury or death of any persons. Insurance does not cover use for commercial or political purposes.

- The school will arrange Hirer's Public Liability insurance cover through the London Borough of Barnet. This is compulsory and insures against:
  - Third party injury liability up to £1,000,000.
  - Third party property liability up to £1,000,000.
  - Any other damage including contents up to £25,000.
- The premium for this insurance is 7.35% of the Hire Fee, and this cost will automatically be added to your invoice.
- For regular groups hiring the school or swimming pool a current copy of their insurance certificate must remain on file. It is the responsibility of the person/group hiring the school premises to provide the School Business Manager with their valid certificate.
- In the event of an injury the caretaker on duty at the hirer's letting will allow the use of the school telephone if required to deal with an urgent matter.

- It is the responsibility of the Hirer to provide any First Aid materials that may be needed in the event of an accident.
- **PLEASE NOTE AT LEAST 72 HOURS' NOTICE MUST BE GIVEN IN WRITING BY THE HIRER TO THE HEADTEACHER OR SCHOOL BUSINESS MANAGER IN RESPECT OF A PROPOSED CANCELLATION, OTHERWISE NO REFUND CAN BE CONSIDERED.**
- All refunds offered will be less the £100 non-refundable deposit and will incur a £25 administration fee.
- The School shall not be liable for any loss, theft, or damage in respect of the property of the hirer or any person coming on to the premises as a result of community use.
- In the event of injury or loss the hirer shall give notice in writing to the School Business Manager **within 24 hours** of knowledge of any such matter.
- All hirers should make themselves aware of the School Fire Drill and know the location of the nearest exits, fire extinguishers and fire alarms. Copies of the Fire Drill are posted around the school.
- Use of the school's outdoor apparatus is not permitted at any time as we are not insured.
- Any specific circumstances/requirements for a particular hire – e.g. footwear, use of school equipment such as P.E. apparatus – should be discussed at the time of hire. Failure to bring such items to notice may be regarded as grounds for terminating the letting agreement.
- The hirers are responsible for ensuring that their activities are appropriately supervised.

#### **10. General Responsibilities of the Hirer**

Hirers will not have access to the premises before the start of the booked period and must have cleared up and vacated the premises by the end of the booked period.

If the premises have not been vacated by everyone at the end of the booked period, a minimum charge of one hour will be incurred and taken from the cash indemnity charge held by the school e.g. if the Hall has been booked from 7.00pm until 10.00pm the caretaker will not allow access to the premises before 7.00pm and the Hirer and all their guests must have vacated the premises by 10.00pm or a minimum charge of one hour will be incurred.

Good order shall be kept at all times and access inside and outside the facilities shall be unobstructed.

- For lettings that are booked to finish at 11pm the windows must be closed to avoid disturbance to the local residents.
- The hirer will ensure that the people leave the premises directly, particularly after 10.00pm, to avoid disturbance to the local residents.
- The premises must be left in the exact order it was in at the time of arrival otherwise the hirer will be billed for extra cleaning costs.
- There shall be no defacement or alteration to any part of the accommodation or to the furniture or fittings. No structure or stand is to be erected without the prior consent of the School Business Manager or delegated representative.
- Any apparatus, equipment or furniture brought on the premises will be removed immediately after the completion of the letting unless an alternative arrangement has been agreed prior to the letting. The hirer shall only use the accommodation for the purpose stated and shall have a designated person in charge present at all times, who shall identify with the caretaker on arrival.
- The number of people attending must not exceed the estimated number given on the application form and no more than 280 people on-site at any given time.

## **11. Physical Details**

- All hirers are expected to tidy up following the hire and leave the facilities as they found them.
- Access to a telephone is available in the Office but only with permission from the Caretaker. All calls must be paid for at the time.
- Car parking is available in the lower car park inside the electric gates at the main school entrance and on the lower large playground.
- The top playground must be kept completely clear at all times as this is an assembly point in the event of a fire or other emergency.
- Toilet facilities are available.
- Smoking is prohibited both in the school building and within the school grounds.
- No dogs, other than guide dogs, or other animals are permitted on the site.

### **Contact Details:**

**Albert D'Lima**

**School Business Manager**

**Tel: 020 8445 7965**

**Email: [lettings@mosshalljnr.barnetmail.net](mailto:lettings@mosshalljnr.barnetmail.net)**

**For any queries please contact Albert D'Lima.**

# **Moss Hall Junior School Hire of Premises Terms & Conditions of Use**

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**I have read and agree to abide by the Terms and Conditions of Hire set out by Moss Hall Junior School.**

**Name:** \_\_\_\_\_

**Group:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Contact Details:**

**Albert D'Lima**

**School Business Manager**

**Tel: 020 8445 7965**

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I have read and agree to abide by the Terms and Conditions of Hire set out by Moss Hall Junior School. I agree to provide a copy of my insurance certificate to the school when each renewal comes through.

Name: \_\_\_\_\_

Group: \_\_\_\_\_

Date: \_\_\_\_\_

**Contact Details:**

**Albert D'Lima**

**School Business Manager**

**Tel: 020 8445 7965**

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