



Hawkswood Group Lettings Policy 2018

We are keen to support community groups who wish to use our premises and facilities. Do get in touch if you wish to discuss your precise requirements as we are flexible and try to accommodate where possible.

Venues:

Burnside Secondary

2 Burnside Ave
Chingford
E4 8YJ

Hawkswood School

Antlers Hill
Chingford
E4 7RT

The Outset Centre

Grange Road
Walthamstow
E17 8AH

Terms and Conditions of Hall & Premises Hire

1. Bookings Procedure

- A) Bookings must be made in accordance with Hawkswood Group booking policy. A Refundable deposit is to be paid in advance to confirm all bookings. The deposit is refundable when the hirer vacates the premises on agreed time and leaves the venue in the same condition it was provided to them. The deposit amount is £100 unless otherwise agreed with the Headteacher of the school.
- B) An invoice will be issued for the full cost of the hire of the venue prior to the actual event/hiring date. The invoice is payable on receipt, failure to make an immediate payment prior to the event date will imply a cancellation of the booking which will make the deposit non-refundable.
- C) The following charges apply for the hiring of our school hall:
- Hawkswood Centre £270 per day, £160 per half day and £45 per hour
 - Burnside School £270 per day, £160 per half day and £45 per hour
 - Outset Centre Forest Pathway College £270 per day, £160 per half day and £45 per hour.

- D) If a hirer has to cancel or postpone a confirmed booking at any time prior to the event, such cancellation must be notified to the Executive Headteacher catherine.davies@hawkswoodgroup.org.uk or Business Manager email: elaine.clark@hawkswoodgroup.org.uk
- E) Cancellation charges of £30 are payable if notification for cancellation is not received within 3 working days of the event date. Any deposit paid may be used to set-off against the cancellation charge.
- F) Payment must be made in pounds sterling and must be made in full without set off or deduction, cheques should be made payable to "Hawkswood Group", bank transfer can be made to the following account: Account Name: Hawkswood Group, Barclays Bank, Sort Code: 20-53-04, Account Number: 5 0 4 6 0 5 0 8.

2. Responsibility of Hirer

- A) The Event must be presented solely on behalf of the hirer, tickets must not be sold in Hawkswood Group's name and it must be clear to guests from the documentation they receive and the marketing materials used that Hawkswood Group is not the organiser or promoter of the event.
- B) All marketing materials are subject to prior approval by Hawkswood Group where applicable.
- C) Hirer is responsible for handling all queries and or complaints from guests.
- D) Wherever reasonably practicable, hirer shall ensure that they have a representative present during the event and for a reasonable period before and after the event. In all cases, hirer shall ensure that a representative of hirer is contactable by phone during such period.
- E) Hirer shall not (and shall ensure that its Associates and guests shall not) use the school premises for any purpose other than that agreed in advance with Hawkswood Group or via the Executive Headteacher.
- F) The capacity of the hall is 100 standing (seating 75) for Hawkswood Centre and 110 Standing and (90 seating) for Burnside School and Forest Pathway College. The hirer is responsible to keep the number of guests within this limit. Number of guests present within the premises will be continually monitored and guests will be refused entry once the maximum limit is reached.
- G) If hirer uses decorative items with adhesive properties i.e. glitter, they must clean surfaces adequately. If the hirer fails to clean surfaces adequately thereafter, they will be charged for cleaning cost which may be deducted from their deposit.

- H) Hire is required to tidy up the hall and premises and foyer area after the event, failure to tidy up adequately after usage of the hall will result in loss of deposit.
- I) Smoking is not allowed within our premises. it is the hirer's responsibility to ensure guests do not smoke within the schools premises. Any evidence of smoking i.e cigarette ends will result in the hirer losing the deposit.
- J) Hirer is responsible for keeping music noise level to acceptable standards. Any complaints from local residents will result in loss of deposit.

3. Health and Safety / Security

- A) Hirer shall comply with all health & Safety policy of the school, including fire and security, and other regulations and or procedures applicable to the centre, and is responsible for ensuring that its Associates and Guests also comply with such procedures.
- B) Hirer is responsible for the good behaviour of their associates and guests while they are at the premises, hirer shall arrange adequate security measures to ensure persons not invited do not enter the premises or have access to the event organised by the hirer. The hirer will be responsible for all damages to the premises and equipment that occur as a consequence of mismanagement of their event.

4. Safeguarding

We will expect to be assured of appropriate and adequate procedures in place for safeguarding children and vulnerable adults who may be using the site as part of this agreement. Before the start of the letting a full review and risk assessment of your procedures will be carried by and approved by our Safeguarding Lead Olivia Lee Olivia.lee@hawkswoodgroup.org.uk

5. Indemnity From Hirer

- A) Hirer shall fully indemnify and keep indemnified the school against:
 - i. Any loss of or damage to the school's property (including without limiting the foregoing, the school and its contents) which was caused by, relates to or arises as a consequence of the direct or indirect breach or negligent performance or failure or delay in performance of the terms of the contract by the hirer and
 - ii. Any claim made against the school in respect of any liability, loss, damage, injury, cost or expense sustained by the schools employees or agents or by any customer or third party to the extent that such liability, loss, damage, injury, cost or expense was caused by, relates to or arises as a consequence

of a direct or indirect breach or negligent performance or failure or delay in performance of the terms of the contract by the Hirer.

- B) Hirer shall ensure that any loss of or damage to property of which it is aware is immediately notified to the school.

Catherine Davis

5/12/18

Signed By Chair of Buildings and H&S Committee

Date

Mark Morrall

5/12/2018

Signed by Chair of Management Committee

Date

Reviewed December 2018 to be presented to the Management Committee for ratification.