



## **GENERAL TERMS AND CONDITIONS**

### **School premises**

- 1 The person or group in whose name the application to hire the premises is made shall be deemed to be the Hirer for the purpose of following the rules and regulations set down by the Granta School.
- 2 All accidents and injuries sustained by any individual will be the subject to a full investigation by the Facilities Manager.
- 3 The Hirer will indemnify Cambridgeshire County Council against any losses, claims and demands of any kind which result from the Hirers use of or hire of the p unless such losses claims and demands result from negligence of a Cambridgeshire County Council employee.
- 4 The hirer must possess valid unlimited public liability insurance. A copy of this certificate must be given to the Business Manager to keep on site for reference.
- 5 The Hirer will have full use of the hired facility at the time stated on the official booking form. The stated booking time includes changing and swimming times.  
Any Hirer who fails to vacate the hired premises by the time specified on their booking form may be charged an additional hire fee. Continuous failure to vacate the hired premises on time can result in the loss of the booking and future bookings.
- 6 The Governing Body of Granta School reserves the right, at any time, to cancel or refuse any bookings.
- 7 If the hired premises are required by the Governing Body of Granta School for what ever reason then the Business Manager will give Notice of cancellation to the hirer by way of written notice. If the Cancellation is unforeseen then the hirer will be notified immediately by telephone then a letter to confirm where time permits.

- 8 The Governing Body of Granta School reserve all catering rights at the hired premises. The Hirer is not permitted to sell any goods without prior permission from the Business Manager.
- 9 The selling of alcohol is strictly forbidden on the hired premises. Granta School has a no smoking policy which encompasses both the building and the grounds
- 10 The Hirer is responsible for ensuring the hired premises are vacated and left in a clean and safe condition at the end of the hired time. The hirer must be responsible for all persons to be clear of the building at the stated time on the official booking form.
- 11 The Facilities Manager or in there absence a representative is responsible for the enforcement of these conditions of hire and is required by the school governors to prevent the use of any article, appliance or apparatus and to prevent any event, or performance which they may consider objectionable or dangerous.
- 12 The hire charge covers lighting and heating, the preparation of the hired area and any accessories.
- 13 Price increases will normally take place from the 1<sup>st</sup> April each year. All regular hirers will be sent a copy of the revised scale of charges before this date. Prices are subject to change at any time but one months notice will be issued.
- 14 If the date of the hire falls within a new price structure, then the new price will apply regardless of when the booking was made.
- 15 All cheques should be made payable to:- “Granta School” and marked for the attention of the Business Manager.

All swimming pool facility enquires will be dealt with by the Facilities Manager.

## **THE HIRERS RESPONSIBILITIES.**

The Hirer shall be responsible for:-

- The payment of the hire charge and any supplementary charges which arise as a result of loss or damage to the premises.
- The provision of such number of staff as may be deemed necessary by the Facilities Manager to control and preserve Order and Health and Safety regulations during the hiring of the facility.
- During the period of hire, the hirer assumes all responsibility for the users and general public. The responsibility of any structural defects to the Granta School or the building remain the responsibility of Cambridgeshire County Council unless the relevant defect was caused by the hirer or a person who is on the premises during the hirer's period of hire in which the Hirer shall accept liability.
- Compliance with Health and Safety Legislation.

If you are hiring our premises to facilitate a club or private activity involving children you will be required to Provide Granta School with a copy of your child protection policy