

**Hujjat School Trust Letting Agreement**

**Hire Summary**

**School:** Hujjat Primary School

**School Address** Brookshill, Harrow Weald, HA3 6RR

**Part of School Premises to be used**

**Reason for usage**

**Hirer Name & Email**

**Hirer Billing Address**

**Start Date**

**End Date**

**Hire Charge**

**Payment Dates**

**Refundable Deposit (will be held for damages)**

**Hours of Use/Hire Period**

**School Contact Details**

**Hirer Phone Number**

**Emergency Contact Details (if different)**

**Special Arrangements**

**Signed on behalf of the School** .....

**Signed on behalf of the Hirer**  
.....

**Date** [                      ]

## **STANDARD TERMS AND CONDITIONS FOR LETTING AGREEMENT**

### **Process**

1. The process of a hire is as follows:
  - a. Hirer must fill out a lettings application form
  - b. The school will review the form and respond to the applicant
  - c. The hirer must sign the letting agreement and pay the required deposit
  - d. The letting will be confirmed by the school.

### **Charges**

2. The Hirer shall be responsible for the payment of the Hire Charge and any other charges agreed from time to time in respect of the hiring of the Premises and for the observance and performance in all respects of the terms and conditions on the part of the Hirer set out in this Letting Agreement.
3. All applications for hire must be provisionally agreed with the School's Lettings Team and will not be confirmed until payment of the returnable Deposit has been made and this Agreement has been signed.
4. All charges are required to be paid at least ten days in advance of the event and (subject to clause 5). Regular lettings will require payment of the initial payment and Deposit one term in advance unless otherwise agreed. Hire Charges for regular usage will be paid in advance on the Payment Date.
5. The Hirer will be required to pay a deposit of up to 50% of the hire cost at the time of booking for one off events such as weddings, parties, social and religious festivals. All other room bookings will be required to pay a deposit of 20% in addition to the Hire Charge, which may be applied in whole or in part to make good any damage. The Deposit will be returned within 15 school days after the event subject to these Terms and Conditions being adhered to.
6. Where the Hirer is hiring the Premises less than one month before an event, he/she must pay the Deposit and the Hire Charge at the time of booking by debit and credit card, BACS or cheque. The School will not accept payment by cheque for bookings less than 14 days before an event.

### **Cancellation**

7. The School may at any time cancel, postpone or delay any booking, in which case the Hirer will be reimbursed the appropriate amount of the Hire Charge made. If the School finds it necessary to postpone or cancel a booking, as much notice as possible will be given. The School will not accept liability for any loss arising from any such postponement or cancellation.
8. Hirers will be allowed to cancel or postpone a booking on condition that, if one month's notice is given before the event, the whole Deposit will be repaid, if 3 weeks' notice is given, half the Deposit will be repaid, if two weeks' notice is given, 25% of the Deposit will be repaid and if no notice is given or less than 2 weeks' notice is given, the Deposit will not be repaid to the Hirer.
9. The School reserves the right to refuse to grant a hiring without giving a reason and in particular if the hiring is in breach of any policy on lettings operated by the School, the Local Authority or any trustees of the School.
10. The School shall resolve conflicting requests for the use of the Premises with priority at all times being given to the School.

### **Conditions of Use**

11. The hirer must follow the principles laid out with the Hujjat Primary School values and ethos.
12. Intoxicating liquor shall not be sold, supplied or consumed on School premises.
13. Smoking is not allowed anywhere on the School's premises including outside spaces.

14. Any form of naked flame is not permitted on the premises.
15. The following items should not be brought to School – alcohol, cigarettes, matches, lighters, drugs, aerosols, any offensive weapon, replica guns, fireworks, pornographic materials or any other item deemed by the School to be detrimental to the health and safety of other users. School computers or networks must be used in accordance with the HPS acceptable use policy.
16. Bringing non-halal food items onto the school premises is not allowed including the outdoor spaces. Additionally the hirer must follow the school stance on 'nuts' and other key allergens. This can be found out by the school caretaker/point of contact.
17. The Hirer and/or his/her named representative or the responsible person(s) whose name(s) and address(s) must have been supplied to the School before the date of the hiring and must be in attendance at the Premises throughout the period of the hire. If the Hirer leaves the event before it finishes, a named representative must be nominated to remain until all the guests have left the School premises.
18. The School's Lettings Team or Caretaking Staff will be on duty at all times for one – off events. The Hirer (or named representative) must report to the school representative at the end of the event and comply with any reasonable request to signal the end of the hiring period and that the Terms of Conditions of this Letting Agreement have been complied with, a failure to do so may lead to a delay in return of the Deposit.
19. The Hirer shall, if called upon to do so, furnish for approval a copy of the programme of any entertainment (the "Programme") to be given by the Hirer. In such a case no entertainment shall be given except in conformity with the Programme which has been approved by the School, acting reasonably. In the event that the School does not approve the Programme the Hirer will be allowed to cancel the hiring on payment of the appropriate fees under clause 7.
20. The Hirer shall not infringe any subsisting copyright or performing right, and hereby indemnifies the School against all sums of money which the School may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire.
21. The Hirer must ensure that any noise or music played does not interfere with other activities within the School and cannot be heard from any neighbouring houses. Any request to turn the music down by the staff must be adhered to. The Hirer should ask its guests to leave the School Premises quietly at night time to avoid disturbing its neighbours. All emergency exits and vehicular exits are to be kept clear at all times.
22. The Hirer shall not use the accommodation and/or services for any purpose other than that specified on the application to hire form, and shall neither enter the premises before, nor leave them after, the times stated on the application form.
23. The seating accommodation provided is limited to the number of chairs that are on the School premises on the day of hire and is arranged so as not to affect the means of escape from the premises and to accord with any approved layout which exists for the premises. Subject to approval, further provision may be made by the Hirer at his/her own expense.
24. Lettings must not exceed the maximum criteria of people for the premises (as stated in either the School's regulations or the Special Arrangements noted above) and the Hirer shall ensure that the number of people admitted to the function does not exceed the maximum number stated in any Booking Form or the Special Arrangements. The Hirer must ensure that no unauthorised entry is made to the School premises during the Hire Period.
25. The School reserves the right to ask the Hirer to keep a register of those attending the School's premises as a result of the hiring of the premises.

26. The Hirer shall not discriminate against any individual or group in any activity taking place at the School.
27. The Hirer shall ensure that no act is done on the premises, during his/her use of the premises, which contravenes the Equality Act 2010.
28. The Hirer may make reasonable use of the School's toilet facilities.
29. The Hirer shall be responsible for ensuring the preservation of good order for the full duration of the letting and until the premises are vacated. Outdoor noise will be kept to a minimum to protect the neighbourhood from disturbance and distress.
30. The Hirer shall, at the end of the hire period, leave the accommodation in a tidy condition, all equipment being returned to the correct place of storage. If this condition is not adhered to, an additional charge may be made.
31. A draft copy of any literature proposed for distribution by the Hirer which contains any reference to the School, other than simply the address, must be sent to the School for approval at least 10 days prior to distribution.
32. The School may terminate the letting if the Hirer fails to comply with the Conditions of Use.

### **Access and Security**

33. Members of the School reserve to themselves and their officials the right to enter the premises hired at all times on producing evidence of their identity. Stewards (if used) should be advised of this condition accordingly by the Hirer.
34. Entrance to the Premises will be through the main entrance which will be opened by the School at an agreed time. It will be the responsibility of the Hirer to ensure that the Premises are secure during the Hire Period. Admission to the School will not be allowed until the time specified on the booking form or this Letting Agreement.
35. The Hirer shall ensure that events are properly supervised, with sufficient

stewards if so required. Suitably qualified instructors must be used where appropriate to the activity e.g. sporting or dance activities. The Hirer must ensure that risks associated with activities are properly controlled during the Hire Period. The School is not responsible for undertaking risk assessments for the Hirer's activities. The School reserves the right to terminate this agreement if the Hirer fails to ensure suitable arrangements are in place for safeguarding children and/or vulnerable adults.

36. It is the duty and responsibility of the Hirer, or his/her representative, to be aware of the evacuation procedures of the premises in the event of an emergency. Those procedures will be enclosed with these Terms and Conditions of Hire and/or are prominently displayed in the School. It is also the duty of the Hirer to ensure that these emergency procedures are brought to the attention of all people, both participants and spectators, as part of the Hirer's general responsibility for the Health and Safety of everyone present on the site arising as a result of the hiring of the Premises.
37. The Hirer is strongly advised to appoint fire marshals to assist in the evacuation of the premises and the checking of attendance registers to ensure everyone is accounted for. The Hirer is responsible for keeping passages and fire exits clear. During the Hire Period it is the responsibility of the Hirer to ensure safe evacuation of the premises via the nearest fire exit. In the event of fire the Hirer shall call the emergency services.

### **Setting Up and Clearing Away**

38. No nails, tacks, screws etc. shall be driven into or adhesives fixed to any of the walls, floors, ceilings, furniture or fittings. Decorations must only be fixed into place with blu-tack. Decorations in the dining hall (if applicable) can only be tied to tables and pillars and the use of any form of adhesive is not permitted.
39. Any setting up and clearing out in the facilities must be carried out within the Hire Period unless otherwise agreed

with the School in writing before the event.

40. Plastic rubbish sacks will be provided by the School, and when full, must be placed in the large bins located outside near the carpark at the rear of the building. The Hirer is responsible for clearing away any rubbish from the hired facilities and leaving the Premises clean and tidy. Any failure to do so may lead to a delay in the return of the Deposit.
41. The Hirer shall ensure that caterers, contractors and others supplying or serving refreshments, or providing decorations etc. comply with all current legislation relating to food hygiene, health, welfare and safety matters and remove from the School premises all their articles, property refuse, decorations, sets, props, equipment and other items by end of the Hire Period and shall observe and carry out any instructions which may be given to him/her in this regard. Any items left behind will be stored at the Hirer's expense. The School reserves the right to dispose of any items left in the premises at the end of the Hire Period but will make reasonable efforts to notify the Hirer before doing so.
42. School furniture shall not be moved except by prior arrangement with the caretaker and the facilities should be left in an orderly fashion after usage.
43. Kitchen use - Only the top burners and the warming ovens are available for use. (separate costs apply for use of the kitchen) Any equipment required including pots and pans are to be supplied by the Hirer.
44. Any alteration or addition to the electrical lighting or heating systems is strictly forbidden, except with the prior written approval of the school which may be given subject to conditions which the Hirer will be required to observe. Such approval may also be subject to the oversight of a technical officer acting on behalf of the school and where necessary, the consent of the electricity undertakers.
45. All mains powered electrical equipment brought on to the premises by the Hirer

must be safe and in good condition. Evidence of valid inspection certificates may be required.

46. The use of portable cooking stoves of any description is strictly prohibited.
47. If the use of the hall spotlights, screen or sound equipment are required, it is to be clearly stated on the application form. An extra charge will be made for this service and any operation of such equipment shall be carried out by a competent person named and approved by the school in advance. The caretaker will demonstrate the equipment to the hirer on arrival.
48. Additional special conditions shall also apply when the use of School grounds is permitted for activities of a hazardous nature.
49. The Hirer must not bring on to the Premises anything which may endanger the School premises, its users or which may adversely affect any insurance policies. The Hirer will comply with any regulations of the School's insurers or the Education Funding Agency, notified to the Hirer by the School.

### **Safeguarding**

50. Suitable organised supervision must be maintained of all people engaged in or associated with the activity e.g. young children require continuous supervision in the changing areas and corridors to avoid possible unruly behaviour. The Hirer must ensure that a qualified person or persons are available on site, commensurate with the risks of the activity pursued, to administer first aid if necessary. The School takes no responsibility for the provision of first aid during the Hire Period.
51. Any organisation submitting a lettings request for an activity or event involving children and/or young people under 18 years of age must submit to the School a signed copy of their current child protection policy which must be compliant with current legislation. Where appropriate, the Hirer warrants that it has obtained all relevant Disclosure and Barring Service ('DBS') checks for individuals connected with

the activity to be carried out by the Hirer before the start of the Hire Period. The School reserves the right to cancel or delay the booking if the Hirer fails to provide DBS checks to the School's satisfaction before the start of the Hire Period.

52. If a particular letting involves direct or indirect contact with the School's pupils, all of the Hirer's personnel involved in the activity must be checked against the Children's Barred List.
53. The School reserves the right to prevent any individual from entering onto the School site.
54. The Hirer must immediately inform the School should any matter arise which impinges upon the security or health and safety of people present on the School's premises. Hirers must comply with all relevant Health and Safety legislation in force from time to time and any regulations imposed by the School from time to time for the safety and security of the Premises and all those using the Premises.
55. No gratuities must be offered to any members of staff.

### **Damage**

56. The Hirer, with the approval of the School, shall make good any damage to the property of the School other than as a consequence of normal wear and tear which can be attributed to the Hirer's use of the Premises.
57. The Hirer is responsible for any damage caused by any act or neglect of the Hirer or anyone who the Hirer allows onto the premises.
58. In the event of any such damage under Clauses 46 and 47, the School may decide to make it good and the Hirer, by the acceptance of these Terms and Conditions, will thereby be deemed to have undertaken to pay the cost of such reparation as certified by or on behalf of the School.
59. The Hirer will be responsible for the proper use of fixtures and fittings and must take reasonable steps to ensure that there is no damage to the fixtures,

fittings, School equipment or to the building.

60. The wearing of footwear which might cause damage to floors is not permitted.
61. No animals other than guide dogs are permitted on the premises without the prior written approval of the School.
62. When using the sports hall:
  - a. No alcohol can be consumed in the hall;
  - b. Non-marking trainers must be worn at all times;
  - c. No markings can be applied to the floor; and
  - d. All equipment must be put away.
63. The School will not be held responsible for the loss, damage or theft of any cars or other vehicles parked on its premises.
64. The Hirer will keep the School and its officers, servants and agents fully indemnified from and against all losses or damages incurred by the School or any claims made against the School (including legal fees) as a consequence of the Hirer's hiring of the Premises.

### **Exclusion of Liability**

65. Neither the School nor their representatives shall be liable for any injury (including injury resulting in death) or damage to or loss of property whatsoever which shall or may occur to or be sustained by the Hirer, his/her assistants, servants or agents or others entering on the property in the exercise or purported exercise of the hiring (except such injury or damage as may occur by reason of the neglect of the School or their representatives, servants or agents acting within the scope of their authority). The Hirer will indemnify and keep indemnified the School and/or its representatives and servants and agents from and against all claims and liability in respect of such injury or damage and all actions, proceedings, costs, damages and expenses in regard thereto and also from and against all other liability

claims, demands, proceedings, costs, damages and expenses in respect of injury to persons whomsoever (including injury resulting in death) and damage to or loss of property whatsoever which may arise out of or in consequence of the exercise or purported exercise of the hiring (except as aforesaid).

66. The School shall not be responsible for:

- a) any indirect or consequential damage arising from any breach of this agreement by the School;
- b) any loss or damage to any article of any kind brought to or left on the School's premises; or
- c) any loss due to acts or omissions of third parties or for any loss due to equipment breakdown, failure of the electricity supply, leakage of water, flooding, terrorism, fire, government restriction, act of God or any event which is beyond the School's control which may cause the premises to be temporarily closed or the hiring to be interrupted or cancelled.

### **Legal Requirements**

- 67. The Hirer shall not sub-let, share or assign any part of the premises and shall not use it for any other purpose than that for which it has been hired.
- 68. The Hirer agrees to comply with all laws, statutes, regulations and notices and consents pertaining to its event or the use of the School Premises.
- 69. The land (including any building or structure therein) is made available in its existing state and condition and neither the School nor their representatives warrant or represent that it is safe and suitable for the holding of the function or for the admission of the public. The Hirer shall not publish or say anything tending to lead any person to believe otherwise.
- 70. Hire of Premises relates to the area of the building/grounds that has been booked for hire. Other areas of the School are not to be used. A hiring is

the non-exclusive use of the area of the building/grounds in question and may be subject to change by the School. No legal or equitable estate or interest is granted or implied by any hiring the subject of these Terms and Conditions of Hire.

- 71. The School reserves the right to ask the Hirer to obtain public liability insurance with a minimum indemnity of £2 million (or any other amount agreed with the School) to cover legal liability for incidents resulting in injuries to persons and/or damage or loss of property arising out of the hiring of the School premises and to produce evidence of the insurance to the Lettings Officer before the hiring commences.
- 72. The Hirer must not use the facilities for any unlawful or immoral purpose.
- 73. The premises hired shall not be used for any licensable activity under the Licensing Act 2003 unless the Hirer has obtained any necessary licence from the relevant licensing authority for such use.
- 74. The Hirer shall not use the premises or permit them to be used for gaming or wagering other than lawful gaming carried on in accordance with the provisions of the Gaming Act 2005, or any subsequent Act which in whole or in part replaces it.
- 75. If door supervisors are used by the Hirer on the premises then the Hirer must ensure that any necessary licenses have been obtained and are in force during the term of the licence and comply with any legislation or codes of conduct concerning the regulation of such door supervisors.
- 76. The Hirer is required, where appropriate to his/her hiring and where the premises hired are licensed as described above, to ensure compliance with the conditions and regulations subject to which the premises hired are so licensed.
- 77. If the Hirer commits a breach during the hiring of any of the conditions attaching to any such licence, or of any other conditions, including these Letting Agreement Terms and Conditions then,

without prejudice to the right of the School, acting by itself or through any other appropriate body on its behalf, to enforce any liabilities already incurred by the Hirer under these conditions, the School reserves the right themselves or acting as aforesaid to immediately terminate the hiring, if still continuing and to retain all sums paid by the Hirer and to refuse to grant any further application from him/her for the hire of School premises.

78. References to the School in these Terms and Conditions shall include references to its representatives (including School employees) where appropriate.
79. The School reserves the right to amend these Terms and Conditions at any time on reasonable notice to the Hirer.
80. Any dispute regarding these Terms and Conditions and the Hirer's use of the Premises will be referred to the School and the parties shall seek to reach agreement before escalation and resort to legal proceedings.