

**TERMS OF HIRE AGREEMENT**

1. The theatre will be in good and clean condition at the commencement of the hire.
2. The theatre maintains public liability insurance.
3. The hirer is only allowed to use the theatre and toilet facilities. All other parts of King Alfred School will be out of bounds. No dogs (except guide dogs) are allowed on the school premises.
4. This agreement will only commence once it has been signed by both parties and the deposit (if any) has been paid in full.
5. The hirer will pay the agreed hire charge before the commencement of the hire and undertakes to use the hired premised only for the purpose defined overleaf.
6. The hirer will be the person in charge of the event, and all children taking part in the event under the age of 16 will be deemed to be in his or her charge unless accompanied by a parent, guardian or close relative, who is to be over the age of 21. The hirer will be responsible for

* Liaising with the Lettings Manager
* Briefing all those taking part in the event
* Keeping order during the event and taking charge of all his or her guests in the event of an emergency

With the exception of liaising with the Lettings Manager, the hirer may delegate some or all of his or her responsibilities to other persons, provided that they are over the age of 18.

1. The theatre and school’s name may not be used in any promotional literature without prior written consent as to form and content.
2. The hirer will conduct the event so as to preserve the good reputation of the theatre and School and will remove from the event anyone who in the opinion of the hirer or any member of the theatre’s staff is not suitable to remain on the premises. Where necessary the hirer will at his or her own risk and expense employ suitably qualified staff to assist with the event.
3. Prior to the commencement of the event, the hirer will inspect the hired premises and notify the members of theatre staff on duty if the premises are not in good order. Use of any equipment is at the hirer’s own risk and must take place under the hirer’s supervision.
4. Cars may be brought onto the theatre site to deliver equipment, but then must be taken offsite. At the weekends there are no restrictions on parking in the immediate vicinity of the theatre. More details of the parking restrictions at other times can be supplied by the theatre. All cars are parked at the owner’s risk.
5. Any furniture moved during the hire should be returned to its original location. The hirer must leave the hired premises in the same condition and tidiness as it was in immediately prior to the hire. The theatre will deduct the costs of making good any damage to the School premises and property, including extra cleaning and refilling of fire extinguishers from the deposit and the hirer will reimburse the theatre for any shortfall immediately upon request. Any damage to the premises or property during the hire should be reported to the member of the theatre staff on duty or to the Letting Manager on the next working day.
6. The hirer should make him/herself familiar with the emergency exit arrangements for the hired premises and in the event of an emergency he or she will be responsible for evacuating the hired premises. Prior to the start of any event in a building, the hirer will explain the evacuation procedure to all present. Signs indicating the exit routes are to be found in all rooms. Once the premises have been evacuated, the hirer will check that all persons in his or her charge are accounted for and await further instructions from a member of the theatre’s staff
7. The hirer will be responsible for maintaining adequate security for the event and will advise the member of staff on duty when they leave the hired premises.
8. The hirer will make adequate arrangements for the safekeeping of his or her own property and belongings and those of his or her guests. The theatre cannot take responsibility for any loss or damage to such property.
9. The hirer will not alter or make additions to the theatre premises or remove anything from them, nor make use of any property of the theatre other than normal use of furniture, equipment or property included in the hire. The hirer must not touch or adjust any heating controls.
10. The hirer may bring equipment onto the hired premises for the purpose of the event, but while it is on the premises all such equipment shall be at the risk of the hirer and the theatre will not be liable for any damages to or loss of such equipment or for any injury to anyone caused by its use or misuse.
11. The hire charge includes the reasonable use of utilities, rates and water rates but the theatre reserves the right to make an extra charge for excessive use of utilities.
12. The hirer shall ensure that the event shall not interfere with any maintenance or to works or any other activities elsewhere on the King Alfred school site.

**Cancellations**

If you cancel less than 10 days before your booking, and choose not to re-book another event, you will not be entitled to a refund.

If you cancel less than 10 days before your booking and do re-book, we will refund you 75% of your payment towards the rebooking.

If you cancel with less than 7 days notice, you are responsible for the full booking price and we cannot offer any refunds.

Whilst every effort is made to provide the facilities described above, the school reserves the right to offer an alternative space (and would give you at least one week’s notice).

This space is unsuitable for the following:

* Indoor sports
* Indoor go-karts
* Animals

FIRE

In the event of hearing the fire alarm go off, please make your way to the field and await further instructions from the caretaker on duty. Hirers are responsible for checking the space they have hired is clear and should report this to the caretaker on duty. Please familiarise yourself with the fire exits/call points and quickest means of escape from the buildings. If you need to contact the caretaker on duty, please call 07910941564

**The King Alfred Phoenix Hire**

Hired by:

Date of hire:

From: To:

Hire Premises:

Hire Charge

Deposit

TOTAL

Cheques can be returned with this form, made payable to “King Alfred School”

**Or payment by BACS can be made to Account: 60388246 S/C: 20-29-37**

Hirer’s signature: Date:

Signed for School: Date:

All setting up and clearing up must take place within the hours stated above. The Hirer and all his or her guests should leave the site within 15 minutes of the end of the hire period.