

# TERMS AND CONDITIONS OF LETTING

## Indemnity and Insurance

1. The cost of booking includes a Hirers Liability Insurance premium. This is designed to help protect your organisation and the school against damage, theft, injury or loss while you are using the premises. Details of this insurance are available separately.
  - a. Please note, however, that your organisation (the hirer) shall be held responsible for any claims for personal injury except where this is due to negligence by The Priory School, Shrewsbury or its employees.
  - b. All items and personal possessions are on the school premises at the owners' risk. You are advised not to leave valuables in the rooms.

## The Premises

1. The Hirer must adhere to the arrival and departure times they have specified on the agreed booking form and ensure all persons and vehicles leave the school premises by the agreed time.
2. Football clubs using the sports pitches must provide written evidence that they have football Association Charter Standard status.
3. Smoking, the serving of alcoholic drinks and gambling are not allowed on the school premises.
4. School premises must be left in order for re-opening at the usual time on the next school day.
5. The hirer shall be held responsible for making good any damage done to the school premises, furniture, equipment or materials within seven days of notice.
6. The hirer shall be responsible for prevention of overcrowding and for keeping clear all fire exits.
7. If any portable electrical equipment is to be used, the safety certificate confirming that the equipment has been tested must be completed.
8. Access is restricted to the rooms agreed within your booking and access shall only take place during the designated time and for the permitted purpose.
9. The offices and cleaners' store shall not be used unless special permission has been granted.
10. The parking of motor vehicles and bicycles etc, are at the individuals' own risk. By parking on school premises, each individual accepts responsibility for any damage or injury caused by such vehicles. Please ensure you do not cause any obstruction to others when parking.
11. Any abuse of privilege on the part of the hirer will lead to immediate cancellation of the letting.
12. The hirer shall not cause nuisance or annoyance to the occupiers of any neighbouring premises.
13. The hirer must ensure that everybody making use of the accommodation complies with the conditions of use.
14. This agreement is personal to the hirer and may not be assigned to a third party.

## Health & Safety

1. The hirer is responsible for the health and safety of everyone using the accommodation (including first aid) and must make themselves aware of the fire precautions and procedures in existence (please see below)
2. The hirer is responsible for ensuring they have their own Risk Assessment in place pertaining to their activity or function.
3. The hirer must have a responsible adult on site throughout the letting period.
4. The hirer must have an operational mobile telephone for use in emergencies (please note that it is difficult to obtain a signal inside some of the rooms – calls should be made from outside).
5. The disposal of any refuse arising from the use is the responsibility of the hirer.
6. The Site Manager is responsible for opening and locking of all rooms of the school. The Site Manager can be contacted by calling the Mobile telephone number provided to you. Further numbers can be found on our website: <http://priory.tpstrust.co.uk/community/hiring-our-facilities/>

## Payment

7. All monies due shall be paid within 14 days of receipt of invoice. A receipt will be issued on request. **No payments to be made to the Site Manager.**
8. Continuous hirings will be terminable by written notice of one calendar month on either side.
9. Sub-letting is forbidden.
10. A charge will be made if any extra cleaning is required.

**Evening & Weekend Fire & Evacuation Procedures**

1. Anyone discovering a fire or suspect device should sound the nearest alarm. The alarm warning is a continuous siren of the school fire alarm.
2. On hearing the alarm teachers/external booking leaders are responsible for their students/clients and should ensure they evacuate the buildings immediately and assemble on the basketball courts. Please refer to the fire exit plan displayed in your room.
3. When assembled teachers/external booking leaders are to check via registers/attendee information that all students/clients are present and notify the Site Manager immediately with details of any missing persons.
4. Should you need to contact the Site Team during your booking, please refer to website for details: <http://priory.tpstrust.co.uk/community/hiring-our-facilities/>  
These numbers are given to all external clients as part of the booking process. You may also use these numbers should you have any other emergencies during the hiring.
5. On hearing the alarm, the Site Manager on site will ascertain from the Fire Alarm panel the location of the alarm and telephone the Fire Brigade and appropriate Managers.

**PLEASE RETAIN THE ABOVE FOR YOUR RECORDS**

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**THIS PART TO BE COMPLETED AND RETURNED BY ALL USERS**

**TERMS AND CONDITIONS - ACCEPTANCE**

I declare that I agree and have signed the Terms and Conditions of Letting, and guarantee that they will be observed. I undertake to pay on demand the charges for hire and the cost of making good any damage which may have been done to the school buildings or furniture or other property of The Priory School during or in consequence of the proposed occupation.

**PLEASE REFER TO YOUR COPY OF THE PRIORY SCHOOL LETTINGS CANCELLATION POLICY FOR DETAILS OF CHARGES WHICH IS ALSO AVAILABLE ON OUR WEBSITE:**

<http://priory.tpstrust.co.uk/community/hiring-our-facilities/>

Signed:	Date:
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(Please print name):
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Name of Organisation if applicable:
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**Please detach and return the completed form to Mrs D Stephens, PA to SLT/Lettings Co-ordinator, The Priory School, Longden Road, Shrewsbury, SY3 9EE  
Alternatively, you can email your acceptance of these Terms and Conditions to: deb@tpstrust.co.uk**