Bridge Farm Primary School

East Dundry Road, Whitchurch, Bristol BS14 0LL
T: 0117 903 0420 E: enquiries@bridgefarmschool.org.uk
W: bridgefarmschool.org.uk Facebook: bridgefarmprimary

BRIDGE FARM PRIMARY

LETTINGS

APPLICATION FORM

Please complete all necessary parts of this application form. Completing this form does not guarantee your booking. Your booking will be confirmed in writing by the school.

FOR BOOKINGS:

Booking lead contact name & role: _____

On behalf of (club/organisation): _____

Contact Email _____ _____

Contact Number _____

FOR INVOICING:

Lead Contact Name _____

Lead Contact Email _____

Lead Contact Address _____

_____

Office Use Only

Date application received _____

Payment method (invoice or payment on day) _____

Charge per session___£20/hr for school halls_____

Total payable _____

Booking confirmed by _____

Confirmation email sent _____

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Facility	*Start Date*	*End Date*	*Dates not included*	*Times*	*Details of the letting*
Bridge Farm Primary School					
Meadow Hall					
Orchard Hall					Weds after school
Garden Room					
Football Pitch					
Other **(please specify e.g. IT suite)**					

Declaration:

- I, the customer, agree on behalf of my club/society/organisation to be bound by the terms and conditions and rules and regulations of hire as laid down by Bridge Farm Primary School.
- I confirm that my organisation holds adequate public liability insurance and am willing to provide the certification to School upon request.
- I understand that First Aid cover is not provided by the Bridge Farm Primary School. My club/society/organisation/group accepts liability for first aid response and will provide 1st aid certification to School upon request.
- I confirm that where relevant (coaching children and/or vulnerable adults), my club/society/organisation/group has an up-to-date safeguarding policy and child protection procedures which we will produce to School upon request. My organisation/club/society accepts liability should a safeguarding concern occur.
- I confirm that Bridge Farm Primary School can request a DBS check to be completed at any time for any club/society/organisation accessing the facilities.
- I confirm it is my responsibility to carry out and retain a full risk assessment for all activities taking place and will provide this to School upon request.
- I confirm I have read, understood, and agree to the payment and charges.
- I have read, understood, and agree to abide by the Bridge Farm Primary School Terms and Conditions and Rules and Regulations for all users.

X _____ _____ X _____

Print Name Sign

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TERMS AND CONDITIONS

GENERAL

1. These regulations apply for the letting of all premises and grounds administered by the Management. In the case of the use of Education Authority premises required by Act of Parliament, these regulations apply so far as they are not inconsistent with the provision of the Act concerned. This act covers the use of school premises for electoral purposes should local or national elections be called.
2. The Lead Contact for the letting will have an initial meeting with the Site Manager prior to the let to understanding site security, evacuation of the premises and who to contact in an emergency.

In these regulations School means: Bridge Farm Primary School

PROCEDURE

3. All applications must be in writing on the form provided by the school and must be completed in full. Failure to do so may result in the application not being approved.
4. The hirer must personally sign the application form and may not assign or sub-let the premises or grounds hired.
5. The school may cancel any letting at any time; the fee will not be charged for that session(s) or an alternative date will be offered. Except in the case of misconduct of those hiring, in which case 100% of the original fee will be charged.
6. At certain times of the year, the school will need access to the facilities for events such as exams. In these cases, as much notice as possible will be given to the hirer that their session cannot go ahead.
7. No letting shall be considered, approved, or any charge confirmed until done so in writing or email on behalf of the Management.
8. No person or persons shall use premises or grounds covered by these regulations without a current approved application form. Any person or persons who knowingly act in contravention of the regulation will be charged at the appropriate rate and refused permission to use any of the school facilities in the future.
9. The school reserves the right to impose special conditions in respect of letting, series of lettings or class of lettings in order to protect its employees or property.
10. The school may exercise this right or authorise any other person to do so. Special conditions will be notified to hirers and may include any requirements considered by or on behalf of the School to be desirable including (without prejudice to the generosity of the foregoing) requirements as to fire precautions; security of person or premises; the employment of security or other staff; the exclusion or admission of any person, persons or class or person or of any animal, animals or equipment; the giving of bonds or the effecting of insurance. The hirer may treat any special condition imposed after the booking as being accepted as a cancellation under regulation 8.

CHARGES/PAYMENT

11. All block bookings will be invoiced at the beginning of each month via our finance team for the month previous. All invoices for block bookings must be paid within 28 days of the invoice being sent. Cheques should be made payable as detailed on the invoice.
12. Reoccuring late payments may incur an additional £25 fee. This will be enforced multiple times should late payments continue.
13. For non-payment of invoices over 3 weeks old the school may cancel future booking(s).
14. All one off and ad-hoc bookings must be paid for by the hirer before or on the day of hire.

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15. Charges will be made at rates which will be determined by the school and shall be liable to change without prior notification. In cases where the incorrect charge has been quoted, the school reserves the right to charge the correct rate, although the hirer may consider the letting cancelled in accordance with Regulation 8.
16. Block bookings made by any club/society/organisation wishing to cancel after 2 or more weeks of use will be subject to pay 50% of outstanding weeks booked. Cancellations should be made in writing or by email to enquiries@bridgefarmschool.org.uk
17. For all bookings (block and one off) a minimum of 5 working days' notice is required. The full cost of the hire is due should 5 working days' notice not be given.
18. If a block booking hirer cancels more than 3 times, the school will have the right to cancel the remainder of the sessions booked.
19. For large events as deemed appropriate by the Management, a 50% non-refundable deposit may be requested.
20. For all BACS payments the hirer shall include the invoice reference number with each payment.

CARE OF PREMISES

21. The hirer shall ensure that there is a responsible adult present and able to always supervise during the letting.
22. The hirer is responsible for supervision, safety, control, stewarding, admission, and removal of those attending.
23. The hirer accepts that Bridge Farm Primary School can at any point request a DBS check to be completed on any member of the club/organisation.
24. The hirer is required to pay the school the cost of making good any damage to property or equipment which may be the result of letting. The hirer is required to clear away any rubbish and leave the premises and/or grounds in the condition in which they were found. The hirer will be responsible for reimbursing the school for any additional costs incurred in cleaning the premises or clearing the grounds after a letting.
25. The electrical and mechanical installations of the premises are not to be supplemented or altered, nor are any specialist equipment such as a public address system to be installed by the hirer, except with the express approval of the Management.
26. The hirer will always allow access to members of Bridge Farm Primary School Staff.
27. Bridge Farm Primary School can provide generic facility risk assessments on request; however, the hirer(s) must complete and retain their own risk assessment for all activities taking place.

FIRST AID

28. The school does not provide first-aid medical facilities for hirers, nor does it guarantee access to the public telephone systems for calling assistance during lettings. Hirers should make their own arrangements in this respect.
29. The school does not guarantee adequate first aid materials will be available to hirers.

CONDITION OF PREMISES

30. Whilst the School gives no guarantee as to the fitness, suitability or condition of the premises or grounds at the commencement of the letting, every effort will be made to see that they are in a reasonable state.
31. School lettings – the hirer accepts that the school is a heavily used facility and although every effort will be made regards to cleanliness, some flexibility will be required.
32. School lettings – the hirer shall not use school equipment unless they have written permission from the school and the school.
33. School lettings – all spaces must be returned to the condition in which they were found.

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34. Where facilities booked by the hirer prove not to be available during the lettings, the school will ensure that the proportionate part of the hiring fee is not charged. The school's decision shall be final in respect of any charges not made.
35. Wi-Fi is not available to the public.

EQUIPMENT

36. The hirer is not permitted to leave any equipment stored within the school without the written permission of the school.
37. If the hirer does leave any equipment at the school, they do so at their own risk and the school accepts no responsibility of the equipment.

INSURANCE

38. It is the responsibility of the hirer to affect the insurance's they consider necessary to cover liabilities. Insurance affected by the school it does not extend to a hirer's liabilities.

PLAYING FIELDS

39. The Site Manager will be the staff member responsible for the final approval of lettings of the outdoor grass facilities.
40. The school does not give any guarantee as to the standard of any pitch or field nor to the maintenance or improvement of this standard during the season. The hirer shall be aware of the state of any pitch or field upon submitting his application and such application will be deemed to be for the pitch or field as seen.
41. The Site Manager shall deem whether any pitch or field is fit for use and his/her decision shall be final.
42. Any additional requests for playing field set up, for example, small, sided pitches to be marked out, will be charged back to the hirer.

LEGAL REQUIREMENTS

43. The hirer shall comply with all legal requirements concerning consumption of intoxicating liquor, music singing and dancing licences, theatres licences and copyright. The hirer shall be fully responsible for obtaining any licence or any other permission required, always providing that no such application shall be made without the prior approval of the Management.
44. The hirer shall comply with Section 12 of the Children and Young Persons Act 1933, that is to say where any play or entertainment is provided at which the majority of persons attending are children, then if the number exceeds 100, it shall be the duty of the hirer to station and keep stationed wherever necessary a sufficient number of adult attendants, properly instructed as to their duties, to prevent more children or other persons being admitted to the building or to any part of it than can be safely accommodated there and to control the movement of the children and other persons admitted while entering and leaving the building and to take all other reasonable precautions for the safety of the children.
45. Broadcasting (sound or television), filming or photographic rights cannot be exercised without the prior written permission of the Management.
46. The hirer will to the best of their endeavour ensure that the requirements of the Race Relations Act 1976 (the need to promote good relations between persons of different racial groups) can be always observed throughout the letting.
47. The hirer is specifically forbidden to use or allow the use of the hired premises or grounds for any illegal or immoral purpose and shall not carry on any activity so as to cause nuisance or annoyance to other users of the premises or neighbouring or adjoining premises.

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COMPLIANCE WITH REGULATIONS

48. Failure by the hirer to comply with any or all the foregoing terms and conditions and the rules and regulations where applicable, whether intentionally or not, may be deemed by the school to be just cause for the immediate cancellations of any letting or series of letting.
49. Other than where required to comply with statutory regulation in the People Act 1983, the use of the school and the facilities for political campaigning and canvassing is not permitted.

RIGHT TO APPEAL

50. Where a dispute arises from a letting, governors will delegate power to the school to resolve it. When a dispute cannot be settled in this way the group or individual may appeal to an appeals sub-committee of the Governors' Finance and Premises Committee whose decision will be final.
51. All formal complaints must be submitted to the school in writing. enquiries@bridgefarmschool.org.uk