



# THE ECCLESBOURNE SCHOOL

'Learning Together For The Future'

Head Teacher  
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## ECCLESBOURNE COMMUNITY SERVICES BOOKING FORM

To make a booking or for enquires please contact Lisa Brannan on 01332 843251

Email: [lbrannan@ecclesbourne.derbyshire.sch.uk](mailto:lbrannan@ecclesbourne.derbyshire.sch.uk)

Organisation:	
Organisers Name:	
Address:	
Telephone No:	Email:
Purpose for Room Hire:	
Start Date:	End Date:
Weekly / Once Only <small>*delete as appropriate</small>	Times Required:

### Rooms Available for Hire

Please tick which room(s) you require.

Room		Room		Room	
Main Hall	<input type="checkbox"/>	Refectory 1	<input type="checkbox"/>	Classroom	<input type="checkbox"/>
Sixth Form Centre	<input type="checkbox"/>	Refectory 2	<input type="checkbox"/>	Workshop	<input type="checkbox"/>

### Other Requirements

Please tick which services you require.

Service Required		Extras	No. Required
Use of small Kitchen	<input type="checkbox"/>	Tables	<input type="text"/>
Catering	<input type="checkbox"/>	Chairs	<input type="text"/>
Technical Support	<input type="checkbox"/>		

Please provide details:

The Ecclesbourne Accessibility Plan is available online on the school website and paper copies are available upon request

By signing this form you confirm that you have read and agree to the terms and conditions set out in the enclosed documents.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

N.B. The School operates a no-smoking and no chewing gum policy. This applies to the buildings and grounds of the School at all times.

## ECCLESBOURNE COMMUNITY HIRE CHARGES

ROOM	HIRE CHARGES - MONDAY TO FRIDAY
Sixth Form Centre, Refectory 1 & Refectory 2	£20.00 per hour
Main Hall	£25.00 per hour

<u>OTHER FACILITIES</u>	HIRE CHARGES – MONDAY TO FRIDAY
<b>ROOMS:</b>	
Classroom / drama room	£20.00
Practical room / Library / ICT	£20.00

### ADDITIONAL CHARGES :

Out of hours after 10pm—12pm	£60.00
Breakages / damage	Actual cost
Table and chairs set up	£20.00
Use of basic stage lighting, set up and induction	£50.00
Staff on site e.g. ICT services, large events	£30 per hour

Other charges may be added depending on the event and hirer's requirements. All hiring charges will be subject to an annual review by the governing body.

A discount of 10% will be offered to hirer's who have used the facilities for courses in the previous 12 months.

# COMMUNITY LETTINGS TERMS AND CONDITIONS

These terms and conditions set out the basis on which The Ecclesbourne School (“We” or “Us”) will hire out rooms, buildings, grounds or facilities at the school (“Facilities”) to hirers (“You”).

## Bookings

1. Requests for bookings in relation to the Facilities (“Bookings”) should be made by submitting an application form.
2. Whether or not we accept a Booking will be at our discretion and subject to availability.
3. If we accept a Booking we will provide confirmation in writing.
4. You must be over the age of 18 to hire the Facilities.
5. We will not allow you to use the Facilities after 12 midnight unless we agree at least 2 weeks before the event that you may do so.

## Payment

6. The price payable for hiring the Facilities will be as advertised or as agreed between us.
7. We will send you an invoice which should be paid at least one month before you are due to use the Facilities.
8. Payment is accepted by BACS only.
9. We will charge an additional £60.00 for every day you wish to use the Facilities after 10pm.

## The Facilities

10. We recommend that you inspect the Facilities before making a Booking to make sure they are suitable and you should not rely on photographs or descriptions.

## Your Responsibilities

11. We require you to:
  - a) comply with health and safety legislation and with our policies and procedures;
  - b) provide us with criminal records bureau certificates, risk assessments, insurance certificates or qualifications if we think they are relevant to your Booking;
  - c) obtain any licenses or consents you need to use Facilities and provide us with copies;
  - d) take care of the Facilities and leave them in a clean and tidy condition and report any damage to us as soon as possible;
  - e) vacate our premises by 12 midnight unless we have agreed on a different time;
  - f) not chew chewing gum, smoke or drink or sell alcohol without our permission;
  - g) not cause a nuisance or annoyance to others;
  - h) not use the Facilities for any purpose which is illegal or immoral;
  - i) not attach any notices or decorations to the Facilities; and
  - j) not bring any electrical equipment to our premises without our consent and without obtaining a PAT testing certificate.

## **The Workshops**

12. If you are using one of the School's workshops, you must make sure that an adult who is fully qualified to use the equipment and holds appropriate certificates is present at all times.

## **Insurance**

13. You must have public liability insurance in relation to your use of the Facilities and we may ask you to provide us with evidence that you have insurance.
14. If there is a fire during your use of our premises and we claim on our insurance, you will pay the excess for each claim.

## **Cancellations**

15. Once we have confirmed your Booking, you cannot cancel it.
16. If you decide to cancel a lesson or an event and will not need the Facilities, you must let us know as soon as possible.
17. We may cancel a Booking if the Facilities become unavailable or if the school closes for any reason. If we cancel a Booking, We will try to arrange an alternative date or an alternative Facilities or offer you a refund.
18. We may ask anyone who does not comply with these terms and conditions or who behaves in an undesirable way to leave school premises.
19. We may terminate your use of any of our premises or equipment if we think that continued use risks injury to any person or to damage to property.

## **Additional Charges**

20. We will be entitled to invoice you for:
  - a) the cost of repairing or replacing any Facilities that are damaged by you;
  - b) the cost of cleaning the Facilities if you do not leave them in a clean condition; and
  - c) a reasonable additional charge if you do not leave our premises at the agreed time;
  - d) and you must pay that invoice within 14 days..

## **Our Responsibilities**

20. Other than being responsible for death or personal injury caused by our negligence, we will not be responsible to you or your guests for any damage or loss including, but not being limited to, any damage to personal property or any losses resulting from the cancellation of a Booking.
21. We The Ecclesbourne School will retain your details for the purposes of managing your booking. we will do this in a way that is compliant with the principles of the Data Protection Act 2018 and the European General Data Protection Regulation in that booking data:
  - i) will be retained in a secure manner
  - ii) will be retained for the period of the booking only
  - iii) will not be shared with any third party without your permission

## **Other Important Terms**

22. Only you and we will have any rights in connection with a Booking.
23. These terms and conditions are governed by English law and we both agree to submit to the exclusive jurisdiction of the English courts.