

Christ Church (Brondesbury) CE Primary School

Lettings Policy



Responsible Governors' Committee	Full Governing Body
Date Approved	February 2026
Date of next review	Spring 2027
Signature	

Christ Church (Brondesbury) CE Primary School

School Vision

Christ Church (Brondesbury) CE Primary School is a vibrant, welcoming and inclusive school at the centre of our diverse local community. We are perceived as a “family” by all who know us.

As a Christian school, we encourage everyone to be their best and to grow in God's creation. We provide a supportive, safe, respectful and reflective environment in which all flourish irrespective of their culture and belief.

We provide the highest standard of learning for all of our community and encourage them to pursue aspirational goals.

The school's vision is deeply rooted within the scripture passage:

2 Corinthians 8:7

“But as you excel in everything—in faith, in speech, in knowledge, and in all eagerness and in the love from us that is in you—make sure that you excel in this act of kindness too.”

Our vision is embedded within the Christian values of:

Compassion, Respect, Friendship, Forgiveness, Perseverance, Wisdom.

Our vision is expressed by all as “**Going for GOLD with faith**”.

This is explained and explored below:

Vision	Demonstrated as
G ive learning your best	<ul style="list-style-type: none">• Try your best at everything• Follow the “give me five” rules
O wn your choices	<ul style="list-style-type: none">• Be respectful and polite• Be honest and take responsibility for your words and actions
L ove yourself, as God loves you	<ul style="list-style-type: none">• Love yourself, for you are special• Love your neighbours with all your heart
D ream big, work hard and pray	<ul style="list-style-type: none">• Aim high• Always be ready to learn• With prayer, everything is possible

This policy reflects and supports our school vision in that through our financial procedures at Christ Church we strive to “...provide a supportive, safe and respectful environment in which all flourish.”

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1. Introduction

The Governing Body controls the use of the school premises both during and outside school hours except where there is a trust deed that allows a person other than the Governing Body to control the use of the premises, or where a transfer of control agreement has been made.

The Governing Body regards the school buildings and grounds as a community asset and will make every effort to enable them to be available for the delivery of extended services including community use.

The Governing Body welcomes the opportunity to work with partner organisations in extending the range of opportunities to help children and young people achieve their full potential by engaging with services meeting the wider needs of children, young people, families and the local community.

The Governing Body acknowledges that extended services, including community services, support and compliment the main teaching and learning activity within the school and contribute towards raising standards. However, we would ask that partners note that schools, by their very nature, may be more constrained than many other organisations in responding to lettings requests. A charge will normally be levied to meet the additional costs incurred by the school in respect of any lettings of the premises. As a minimum, the actual cost to the school of any use of the premises must be reimbursed to the school's budget where those activities are not directly aimed at raising pupil attainment and achievement.

2. Definition of a Letting

A letting may be defined as “any use of the school premises (buildings and grounds) by either a community group (such as a local music group or football team), or a commercial organisation (such as the local branch of ‘Weight Watchers’)”. A letting must not interfere with the primary activity of the school, which is to provide a high standard teaching and learning environment for all its pupils. Lease arrangements and Partnership Agreements are subject of separate policy guidance. Use of the premises for activities such as staff meetings, parents’ meetings, Governing Body meetings, out of school hours learning / study support activities or any other extended services which support the raising of attainment and achievement, fall within the corporate life of the school. Costs arising from these uses are therefore a legitimate charge against the school's delegated budget.

3. Charges for a Letting

3.1 Charges

The Governing Body is responsible for setting charges for the letting of the school premises. A charge may be levied in order to cover the following:

- Cost of services (heating and lighting);
- Cost of staffing (additional security, caretaking and cleaning) - including “on-costs”;
- Cost of administration;
- Cost of “wear and tear”;
- Cost of use of school equipment (if applicable);
- Profit element (if appropriate).

Where there are multiple lettings taking place at the same time, the costs for services and staffing will normally be shared between the organisations/partners involved.

The specific charge levied for each letting will be reviewed no less than annually by the Governing Body (or as delegated for Committee determination). This review will preferably take place during the spring term, for implementation from the beginning of the next financial year, with effect from 1st April of that year. Current charges will be provided in advance of any letting being agreed. A Charging Tariff may be established to ensure that access is affordable for particular individuals and groups.

We may decide to impose an additional cleaning fee on top of the hiring rates if this is necessary after the letting.

3.2 Cancellations

We reserve the right to cancel any agreed hiring with a minimum of 7 days notice.

A full refund will be issued if we do cancel a hire. The school shall not be liable for any indirect or consequential losses, including (without limitation) any loss of profits, loss of business or the loss of any revenue arising out of the cancellation of any hire.

The hirer of the premises can cancel any hire with a minimum of 7 days notice. If less notice than this is given, the licensee shall not be entitled to a refund.

4. VAT

In general, the letting of rooms for non-sporting activities is exempt of VAT, whereas sports lettings are subject to VAT (although there are exemptions to this under certain circumstances).

5. Management and Administration of Lettings

The Headteacher is responsible for the management of lettings, in accordance with the Governing Body's policy. The Headteacher may delegate all or part of this responsibility to other members of staff (e.g. School Business Manager) whilst still retaining overall responsibility for the lettings process.

If the Headteacher has any concern about whether a particular request for a letting is appropriate or not, s/he will consult with the Chair of the Governing Body or Chair of a Governing Body Committee which has been given delegated authority to determine the issue on behalf of the Governing Body.

Christ Church School reserve the right to decline any applications at our absolute discretion, in particular where the organisation does not uphold the values of the school or reputational damage may occur.

6. The Administrative Process

Organisations seeking to hire the school premises should approach the Headteacher who will identify their requirements and clarify the facilities available. An Initial Request Form (*a copy of which is attached to this policy – Appendix 1*) should be completed at this stage. The Governing Body has the right to refuse an application, and interested parties should be advised

that no letting should be regarded as “booked” until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed.

Once a letting has been approved by (or on behalf of) the Governing Body, a letter of confirmation will be sent to the hirer, setting out full details of the letting and enclosing a copy of the terms and conditions and the hire agreement. The letting should not take place until the signed agreement has been returned to the school. The person applying to hire the premises will be invoiced for the cost of the letting as appropriate in accordance with the Governing Body’s current scale of charges. The schools may wish to seek payment in advance in order to reduce any possible bad debts.

The hirer should be a named individual and the agreement should be in their name, giving their permanent private address. This avoids any slight risk that the letting might be held to be a business tenancy, which would give the hirer security of tenure.

All lettings fees, which are received by the school, will be paid into the school’s bank account, in order to offset the costs of services, staffing etc. (which are funded from the school’s delegated budget). Income and expenditure associated with lettings will be regularly monitored and reported to the Governing Body.

7. Public Liability and Accidental Damage Insurance

Although the Governing Body has public liability insurance with the LDBS, the individual hirer must take out public liability insurance and this will need to be evidenced prior to any letting.

8. Safeguarding

The school is dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement of hire that hirers abide by the schools’ requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the hire being terminated.

It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space.

If there is a chance that those hiring the premises will come into contact with pupils, for example if the hire occurs during school hours, or when pupils may be present in the school (during after school clubs or extra-curricular activities), we will ask for confirmation that the hirers have had the appropriate level of DBS check.

The hirer will be required to have appropriate safeguarding policies in place, including safeguarding and child protection, and shall provide copies of these policies on request to the school.

The hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact the Headteacher/DSL as soon as reasonably practicable.

The hirer understands that if our school receives an allegation relating to an incident where an individual or organisation is using our school premises for running an activity for children, we

will follow our usual safeguarding procedures and inform our local authority designated officer (LADO).

TERMS AND CONDITIONS FOR THE HIRE OF THE SCHOOL PREMISES

All terms and conditions set out below must be adhered to. The “Hirer” shall be the person making the application for a letting, and this person will be personally responsible for payment of all fees or other sums due in respect of the letting.

1. Status of the Hirer

Lettings will not be made to persons under the age of 18, or to any organisation or group with an unlawful or extremist background. The hire agreement is personal to the hirer only, and nothing in it is intended to have the effect of giving exclusive possession of any part of the school to them or of creating any tenancy between the school and the hirer. The Hirer shall be required to present proof of identity, such as a passport, Council Tax bill, and proof of residence, to satisfy the GB that the hirer is making the application for bona fide reasons. The GB reserve the right to refuse any application for hiring without providing a reason.

If a particular letting involves contact with the school’s pupils or other young people then –

- Any organisation submitting a lettings request involving working with children and/or young people must submit to the school evidence that appropriate policies and procedures are in place with regard to safeguarding children and child protection and provide evidence to the school of criminal record check relating to all staff and others working closely with children. The Governing Body will ensure that there are arrangements in place to liaise with the school on these matters.
- The Governing Body requires Disclosure and Barring Service checks (DBS checks) relating to staff and other adults using school premises at a time when school pupils or other young people are be on site. These will need to be provided.
- The Governing Body will require evidence of appropriate qualifications for hirers using facilities for specific activities
- Where the activity is for example an after school sports club, sports coaches must also follow the Local Authority Guidelines for Working in Schools.

2. Priority of Use

The Headteacher or School Business Manager will resolve conflicting requests for the use of the premises, with priority at all times being given to school functions.

3. Attendance

The Hirer shall be responsible for ensuring that the number of persons using the premises does not exceed that for which the application was made and approval given.

4. Behaviour

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.

5. Public Safety

The Hirer shall be responsible for the prevention of overcrowding (such as would endanger public safety), and for keeping clear all gangways, passages and exits. The Hirer shall be responsible for providing adequate supervision to maintain order and good conduct, and - where applicable - the Hirer must adhere to the correct adult/child ratios at all times. The hirer shall be informed of the maximum number of attendees for each venue at the time of hire application.

In the event of an emergency, all occupants must leave the school by the nearest exit and assemble at the venue area as advised to them by the hirer (as detailed in the terms and conditions of hire document). The hirer is responsible for familiarising themselves with emergency exits and must ensure that participants are aware of emergency evacuation procedures and assembly points. It is good practice to carry out emergency evacuation drills at suitable intervals. The hirer must, at all times whilst participants may be on site, have immediate access to participants' emergency contact details, and have access at all times to a mobile phone.

6. Own Risk

It is the Hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk.

7. Damage, Loss or Injury

The Hirer must provide the Governing Body with the appropriate public liability insurance to cover all its legal liabilities for accidents resulting in injuries to persons (including all participants in the activity for which the premises are being hired), and/or loss of or damage to property, including the hired premises, arising out of the letting. The minimum limit for this insurance cover is £2 million. The Hirer must produce the appropriate schedule of insurance cover before the letting can be confirmed.

Neither the school, nor the Local Authority, will be responsible for any injury to persons or damage to property arising out of the activities undertaken and supervision thereof during the letting of the premises.

Schools will inform the hirer of any areas within the scope of the letting arrangements where asbestos has been identified, if there is a foreseeable risk of potential damage arising from the specific hire use of the building.

8. Furniture and Fittings

Furniture and fittings shall not be removed or interfered with in any way. No fittings or decorating of any kind necessitating drilling, or the fixing of nails or screws into fixtures which are part of the school fabric, are permitted. In the event of any damage to premises or property arising from the letting, the Hirer shall pay the cost of any reparation required.

9. School Equipment

This can only be used if requested on the initial application form, and if its use is approved by the Headteacher or School Business Manager. Responsible adults must supervise the use of any equipment that is issued and ensure its safe return. The Hirer is liable for any damage, loss or theft of school equipment they are using, and for the equipment's safe and appropriate use. Use of the schools resources, including telephones and photocopiers, is not included in a letting arrangement unless expressly agreed at the time of the letting. It should not be assumed that the school office may be available during the time of the letting and it is recommended that the hirer has access to a mobile phone to cover the event of an emergency.

10. Hirer's Equipment

The hirer should state on the hire agreement any equipment he/she intends to bring into school. They are responsible for ensuring the suitability of the equipment and for ensuring that it is in good order.

Any electrical equipment brought by the Hirer onto the school site MUST comply with the Local Authority Code of Practice for Portable Electrical Appliance Equipment. Equipment must either have a certificate (Portable Appliance Test) of safety from a qualified electrical engineer or be inspected by, or on behalf of, the Local Authority. The intention to use any electrical equipment must also be notified on the application.

Any of the hirer's own equipment should be brought into / removed from school within the time booked.

11. Car Parking Facilities

Subject to availability, the Hirer and other adults/visitors involved/attending the letting may use the school car parking facilities. Neither the school nor the Local Authority will accept any responsibility in terms of damage, theft or loss of any car left in the car park during the hire period.

12. Toilet Facilities

Access to the school's toilet facilities is included as part of the hire arrangements.

13. First Aid Facilities

There is no legal requirement for the school to provide first aid facilities for the Hirer. It is the Hirer's responsibility to make their own arrangements, which may include the provision of first aid training for supervising personnel, and the provision of a first aid kit, particularly in the case of sports lettings. It is recommended that the hirer has access to a mobile phone at all times throughout the letting to cover any emergency event.

14. Food and Drink

No food or drink may be prepared or consumed on the property without the direct permission of the Governing Body, in line with current food hygiene regulations. All litter must be placed in the bins provided – with due regard being given to school recycling facilities.

15. Intoxicating Liquor/Drugs

No intoxicants/drugs shall be brought on to or consumed on the premises. Any person thought to be under the influence of alcohol or drugs will be refused admittance.

16. Smoking

The whole of the school premises is a non-smoking area, and smoking is not permitted in school buildings or on school grounds at any time.

17. Suitable footwear

Suitable footwear should be used. No stiletto or any type of thin heel is to be worn. If activities involve outdoor use, participants should ensure footwear is cleaned before re-entering the premises.

18. Copyright or Performing Rights

The Hirer shall not, during the occupancy of the premises, infringe any subsisting copyright or performing right, and shall indemnify the Local Authority against all sums of money which the

Local Authority may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.

19. Sub-letting

The Hirer shall not sub-let the premises to another person.

20. Charges

Hire charges are reviewed annually and current charges are set out in the Hire Agreement. (Appendix 2)

21. Variation of Scales of Charges and Cancellations

The Hirer acknowledges that the charges given may be increased from time to time (they will be reviewed by the Governing Body on an annual basis) and that the letting may be cancelled, provided that in each circumstance at least 28 days' notice is given by either party to the hire arrangement. The hirer may be charged for the letting if insufficient notice (i.e. less than 28 days) is given to cancel the hire agreement. It is the hirer's responsibility to notify participants (parents where participants are of school age), preferably in writing, of any changes in dates or venues at least one week in advance.

22. Payment for letting

The person applying to hire the premises will be invoiced for the cost of the letting in accordance with the Governing Body's current scale of charges. Deposits paid will not be returned if the hire is cancelled within 7 days of the hire date. Payment must be received by the school prior to the date of the hire. The hirer will be subject to an administration fee for late payment, again, in accordance with the Governing Body's current scale of charges for long term lets.

23. Security

The Governing Body will hire and pay for a person to be responsible for the security of the premises before, during and after the hire, and for the cleaning of the premises after its use. This cost will be included in the charge for the letting. If no suitable person can be employed, then the letting will not be allowed or will be cancelled. Only named key holders may operate the security system. Keys must not be passed to any other person without direct permission of the Governing Body of the school.

24. Right of Access

The Governing Body reserves the right of access to the premises during any letting. The Headteacher (or delegated officer) or members of the Governing Body or appropriate Delegated Committee, may attend to monitor activities from time to time.

25. Conclusion of the Letting

The hirer shall, at the end of the hire period, leave the accommodation in a reasonably 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.

26. Vacation of Premises

The Hirer shall ensure that the premises are vacated promptly at the end of the letting. The Hirer is responsible for supervising any children taking part in an activity until a responsible adult collects them.

27. Promotional Literature/Newsletters

A draft copy of any information proposed for distribution which contains any reference to the school must be sanctioned by the Headteacher or School Business Manager at least one week prior to proposed distribution by the hirer.



Christ Church (Brondesbury) CE Primary School

Application for hall letting		Today's Date	
Name of applicant			
Address			
Telephone number			
Name of organisation			
Activity of organisation			
Facilities requested Include any spaces and equipment			
Details of equipment being brought in – including any electrical equipment			
Preferred days		Day 1	
		Day 2	
		Day 3	
Timescale	Date from		Until
Times of day	Opening time		Closing time
Number of participants			
Age range of participants			
Relevant qualifications of supervising adults			
Have DBS checks been undertaken?		Yes	No
If yes:		When	By Whom?
DBS Numbers of checked adults - Please provide proof on original copies		Name	Number
		Date	

Does the hirer have relevant safeguarding policies & procedures?	Yes		No	
Please provide copies of these to the school office before commencement of the hire.				
Dates during the year when the Hall will be unavailable due to school use or closure will be issued at the beginning of the school year in September. These dates may be subject to change, but prior notice will always be given if the premises become unavailable due to unforeseen circumstances.				
The Hirer confirms that adequate and appropriate insurance cover is in place for the activity to be carried out by producing the schedule of insurance cover (see Terms and Conditions for further details).				
Hirer's Public Liability Policy Number				
Details				
The Hirer confirms that arrangements are in place with reference to First Aid and they have understood the fire and emergency evacuation procedures (see Terms and Conditions for further details).				
The Hirer undertakes to comply with the regulations regarding the use of own electrical equipment (see Terms and Conditions for further details).				
Any other relevant information:				
I confirm that I am over 18 years of age, and that the information provided on this form is correct.				
Name (Print)		Signature		
Date				

Appendix 2

Hire agreement between:				
The Governing Body of Christ Church (Brondesbury) CE Primary School, NW6 7TE (the GB)				
and				
1. The Hirer				
2. Address				
3. Telephone				
4. Areas of the School to be used				
5. Specific nature of use				
6. Maximum attendance				
7. Details of any School equipment to be used				
8. Dates of hire	From		Until	
9. Times of hire	Opening		Closing	
10. Fee	£		Per (specify time)	
11. The Governing Body agree to hire the premises to the Hirer on the date(s) and for the period(s) mentioned above, upon payment of the fee specified.				
12. The Hirer accepts all the conditions of hire as set out in the attached Terms and Conditions document.				
13. The Hirer's attention is specifically drawn to the indemnities contained in the hire conditions, and the need to ensure that suitable insurance cover is in place for any loss, damage or injury.				
Signatures				
The Hirer		Date		
For the GB		Date		

Appendix 3 – Lettings Agreement

1. Definitions:

- 1.1 Governors mean the Governing Body of the school or its authorised representative.
- 1.2 'Education premises' means the school's premises named in the application to hire form.
- 1.3 'Hired area' means the part of the educational premises to be used by the hirer described in the application to hire form.
- 1.4 'The hirer' means the person who has signed the application to hire form.
- 1.5 All applications for the hire of educational premises must be made in writing on the prescribed form. Where a promoting organisation is named in the application for hire, the organisation and its members shall be jointly and severally liable with the hirer.

IT SHALL BE THE RESPONSIBILITY OF THE HIRER TO ENSURE THAT THE CONDITIONS HEREUNDER ARE ADHERED TO BY ALL PERSONS MAKING USE OF THE PREMISES UNDER THE TERMS OF THE HIRE.

- 2. The Governing Body reserves the right to refuse any application to the hire premises without stating reasons for doing so.
- 3. Fees for hiring school premises shall be in accordance with the scale of charges determined by the Governing Body, subject to revision from time by Governing Body as it sees fit. Further charges may be levied if additional personnel costs are incurred by the hiring of the premises.
- 4. The hire shall be paid in full upon signing the application forms except where prior to signing, alternative arrangements are made for the payment of fees.
- 5. Where the hired area forms part of the overall educational premises, access is strictly restricted to those rooms forming the hired area the hirer shall be liable to pay such additional fees as the Governors may prescribe if a different area is used.
- 6. Access to and use of the hired premises shall be strictly restricted to the hired area and to the hours stated in the Hire Agreement (i.e. the hirer should not have access prior to or after the stated time).
- 7. There shall be not variation to these conditions of hire without the prior agreement of the Governing Body.
- 8. At the end of the hire period and before leaving the premises, the hirer shall confirm the length of hire and area hired on the form provided by the Governors.
- 9. No copyright work shall be performed without the licence of the owner of the copyright and the payment of any appropriate fee.
- 10. The hirer shall indemnify the Governing Body against any infringement of copyright which may occur during the hiring.
- 11. The hirer shall not use the hired premises for any purpose for which a licence is necessary unless such a licence is in force in respect of the premises.
- 12. The hirer shall strictly observe the conditions of any licence granted in respect of the hired premises and the hirer shall be deemed to have notice of any conditions attached thereto.

13. The hired premises shall not be used for the sale or display of goods or services, or for any public entertainment, without the prior written approval of the Governing Body.

14. Sporting activities shall not take place inside the hired premises without the written approval of the Governors, and in the event of the hirer breaching his condition the hire agreement shall be cancelled and the fees paid shall be forfeited.

15. No smoking will take place either inside or outside the hired Premises.

16. No film or video shall be shown on the hired premises unless at least seven days' notice in writing, stating the title and subject matter of the film, has been given to the Headteacher, who acting on behalf of the Governors may require the hirer to give a preview of the film to such persons.

17. The hirer is responsible for the Health and Safety of all persons using the hired premises. The hire must therefore ensure, prior to the hiring, that the hired area and all access and egress thereto are safe for persons using the premises. The hirer must, prior to the hiring, be fully aware of the fire precautions procedures in existence for the hired areas, including identifying fire doors and emergency means of escape from the premises.

18. No bolts, nails, tacks, pins or other like objects shall be driven into any part of the hired premises nor shall any placards or other articles be affixed thereto.

19. The hirer shall be liable for all damages howsoever and by whomever caused to the premises arising out of hiring and shall indemnify the Governors against all loss, damage and expense, whether direct or indirect, arising there from unless due solely and directly to the negligence of the Governing Body. Any damage caused shall be reported to the Headteacher or School Business Manager immediately.

20. The hirer shall be liable for losses, claims or proceedings whatsoever arising under statute or of common law in respect of personal injury to or death of any person whomsoever or damage to any property real or personal arising directly or indirectly from the hire of the premises unless due solely to the negligence of the Governing Body.

21. Insurance.

The hirer is required to be insured against its Legal Liabilities to third parties for both personal injury and property damage, including damage to the occupied premises, such insurance should be effected with reputable insurance company and have a limit of indemnity of at least £2,000,000 for any one accident. When so required the hirer must furnish evidence that such insurance is in force and produce the insurance policy.

22. The hirer shall not allow any animal to enter or remain in the hired premises.

23. The hirer, during the period of the hire, shall take all reasonable steps to ensure that no noise nuisance is created.

24. The hirer shall ensure that any vehicles connected with the hire, in any capacity, which are parked on the school site shall be arranged so as to ensure entry for emergency vehicle at all times. Vehicles left on the school premises are done so at the owner's risk. The Governors accept no responsibility for loss or damage to, or from any vehicle.

25. The Governors may suspend or cancel any hiring of the premises without stating the reason for so doing. If a hiring is cancelled any fees previously paid for the cancelled hiring shall be

reimbursed to the hirer. Such reimbursement shall be the only liability that the Governors shall incur as a result of any cancellation or suspension.

26. There shall be no variations in the conditions of regular Hire Agreement without the approval of the Headteacher. Failure to comply with these conditions may incur additional charges.

27. The Headteacher on behalf of the Governors reserves the right of entry to the hired premises to any authorised officer of the Council discharging his or her official duties.

28. The hirer shall at the expiration of the hiring leave the Premises in a clean and orderly state or make arrangements and pay for this to be done similarly, provision needs to be made for setting up an event.

29. The use of shoes with stiletto heels is prohibited, and the hirer shall ensure that the users are not permitted to wear this type of footwear in the premises.

30. The hire of premises do not include the use of any school equipment within the premises. No such equipment shall be hired out without the written approval of the Headteacher who may specify conditions and charge such fees in respect of such use she/he sees fit.

31. The disposal of refuse bags containing function waste is the responsibility of the hirer. If the hirer fails to leave the area clean and tidy after use, the cost of additional cleaning performed by Christ Church (Brondesbury) CE Primary School will be charged to the hirer.

32. Any notice demand or request by the Governors to the hirer shall be sent by ordinary prepaid post, addresses to the hirer at the address given on the application form and shall be deemed to have been received when the letter containing the same would be delivered in the ordinary course of the post.

33. The hirer shall not sub-let or assign the hired premises or any part thereof. Should he do so or attempts to so do the Hire Agreement shall be cancelled and all fees forfeited.

34. This agreement may be terminated at any time by either party giving to the other notice which is in all circumstances, 28 days. There is no need for either party to give reasons for terminating the agreement and in the event of terminating the agreement all fees paid shall be forfeited.

Schedule of use

Lettings charges

Deposit required

I have read the above conditions and accept that they control the hire by me of the premises described in my application form.

Full Name of Hirer:

Signed:

Date: