COLEG CYMUNEDOL
Y DDERWEN

CONDITIONS AND GUIDELINES FOR THE HIRING OF SCHOOL PREMISES

1: Conditions

[a] In these conditions the "Hirer "means the person signing the form of agreement and includes the organisation on whose behalf the application is made. The' School 'means the Coleg Cymunedol Y Dderwen. The 'Management' or 'Site Manager' means the school's officer in charge of the premises during the booking.
[b] The premises shall only be hired upon receipt of an official booking form signed by the hirer, and a copy of public liability insurance certificate.

2: Payment

[a] Payment is to be made upon receipt of an official school invoice. Cheques to be made payable to Coleg Cymunedol Y Dderwen.
Bank transfer details Sort Code: 201225 A/c: 33649156 – your invoice is the payment reference.

3: Cancellation

[a] By the Hirer: All cancellations shall be notified either in writing, email, text or telephone at least 5 [five] days prior, failure to notify the school will result in the hirer being charged the full hire fee.
[b] By the School: The School reserves the right to cancel or close the facility for special event and other circumstances beyond its control, monies paid will be refunded in this case.

4: Use of Premises

[a] The premises may be used for the purpose specified in the application. In the event of it being used by the Hirer or any person for whom the Hirer is responsible for any other purpose other than what was stated on the hire form, the Management may terminate the agreement and thereafter stop proceedings and evict the Hirer and close the premises.
[b] The premises may not be sub-let.
[c] The Hirer is responsible for ensuring adequate health and safety precautions are operated during the event, this includes adequate supervision of competitors and spectators.
[d] The Hirer and persons under that charge should only use areas of the school designated under the conditions of the initial booking.
[e] Access is available from the prior agreed booking time and no sooner. Events should start and finish in the time agreed. Hirers that over run the allotted time will be charged for every hour, or part thereof, plus the wages of the staff at the appropriate rate.
[f] The School has a no smoking policy anywhere in or on the school premises.
[g] The school will be locked down, this to include the front gates, 15 minutes after the last booked hire time.
[h] The premises must be left clean and tidy after use, or a charge may be applied.

5: Parking

[a] The Hirer is responsible to ensure that all persons under his/her charge park in designated parking areas.
[b] All safety signs around the school must be adhered to.
[c] The School does not make any claim or warrant as to the safety of the car park. Any motor vehicles or bikes are left entirely at the owner's risk.

6: Damage

[a] The Hirer is responsible for any damage to the premises or any equipment on the premises caused by persons the Hirer is responsible for.

7: Equipment and Storage

[a] Hirers should provide all the necessary equipment with them for the activity. Items cannot be borrowed from the school unless by prior arrangement with the Management.
[b] All items brought into the school must be fit for purpose.
[c] All electrical equipment must have a current up to date PAT certificate.
[d] There are no storage facilities available within the school for the Hirers equipment.
[e] The School shall not be responsible for any damage to or loss of property to the Hirer or any other person the Hirer is responsible for.

8: Admission and Access

[a] The Management reserves the right at its discretion to refuse admission to any person.
[b] The Management and officials authorised by the school shall have at all times have free access to the hired area.

9: Restrictions

[a]No intoxicating liquor shall be brought into, sold or consumed on the premises without the consent of the school.
[b] No collections, games of chance, sweepstakes or betting may be conducted on the premises without the consent of the school.
[c] School kitchens are unable to be hired out.

10: Indemnity

[a] The Hirer shall indemnity the school against all claims for damages, compensation and/or costs in respect of injury [fatal or otherwise] to and/or damage to property of any persons caused by, or arising out of, an accident to or in any way connected with the Hirers use of the premises.

11: Fire Evacuation Procedure

[a] The Hirer must make him/herself aware and follow the school fire evacuation procedure.
[b] A register of all attendees should be taken for each event taking place.
[c] The fire alarm consists of a repetitive tone high pitched siren, should the alarm go off all users should immediately evacuate the building by the nearest/safest exit and assemble at a designated area to be agreed with the Site Manager when making the initial booking. Do not use lifts or stop to collect personal belongings. The named Hirer on site should confirm to the Site Manager that all personnel are accounted for. All Hirers should make themselves aware of all fire exits in the vicinity and to inform other users in their charge.
[d] On discovery of a fire, the fire alarm should be activated by the break glass devices. The building must be evacuated by the nearest and safest exit and assemble at a designated area, to be agreed with the Site Manager when making the initial booking. Do not use lifts or stop to collect personal belongings. The named Hirer on site should confirm to the Site Manager that all personnel are accounted for.
[e] Re-entry to the site should only be done when the all clear has been given by the competent person in charge of the site at the time.

12: Welfare

[a] Toilets: Users should use toilets as identified by the Site Manager.
[b] Showers: There are no showers available for everyday use. If showers are required, the Hirer may incur an additional charge.
[c] First Aid: The Hirer must provide their own first aid provision including qualified personnel and suitable first aid kits. A qualified first aider should be present at each activity. There is a defibrillator available in an emergency in the main reception area.
[d] Heating: Hirers wishing to have the heating provided outside of the heating periods will be required to pay an additional charge.
[e] Food: All waste food and packaging should be taken home by the user or disposed of in the designated bins in the area which is hired.
[f] Telephone: Hirers should use their own mobile phones to make necessary calls. The Site Manager has access to a phone in an emergency.
[g] Contact Details:

Site Operatives	**Martyn Baker & Lee Brain**
Premises Manager	**Steve Percival (07890 903135)**
School Reception	**01656 815920**

13: The Hirer is also responsible for:

[a] Where the purpose of hire will Include use of the premises by under 18 year old/vulnerable adults, the Hirer will ensure that all persons over 16 years of age present in connection with the hire will have submitted criminal records disclosure form to the Disclosure and Barring Service.
[b] The administration, organisation and running of a particular event is the responsibility of the Hirer. Special arrangements can be made with the Site Manager for specific help, but it is not the Site Managers responsibility to run an event for the Hirer.
[c] The Hirer will not discriminate directly or indirectly against any person because of their colour, race, nationality or national or ethnic origin, or their sex or sexual orientation, or because of any disability or disablement in relation to the provision of goods, facilities or services or access to the same or by deliberately omitting to provide any of them or by refusing or deliberately omitting to provide such goods, facilities or services if the like quality in the manner and on the like terms as are normal in connection with the hiring.
[d] The Hirer shall not publish or cause to be published in connection with the hiring any advertisement, leaflet documents or other form of publicity which indicates or might reasonably be understood as indicating an intention by a person to do an act of discrimination whether the doing of the act by him/her would be lawful or unlawful and whether or not the same would be contravention of the foregoing paragraph of this clause.

Please fill in below and return to:

Mr Steve Percival
Premises Manager
Coleg Cymunedol Y Dderwen
Heol Yr Ysgol
CF32 9EL
Steve.percival@ccyd.org.uk
Tel: 01656 815925

I confirm receipt of the conditions and guidelines and have read and understood them and informed the rest of the users under my supervision ☐

Name of Organisation

Nature of Activity

Contact Name

Contact Number

Contact Email

Second Contact Number

Duration of Contract From To

Frequency of use

Signed

Date

Any data supplied by you on this form will be processed in accordance with the data protection act requirements and in supplying it you consent to the school processing the data for the purpose for which it is supplied. All personal information provided will be treated in the strictest confidence and will only be used by the school or permitted law.

FOR OFFICE USE ONLY

Date received ……

Cost per hour ……

Area of hire ……

Indemnity Form ☐

DBS Forms ☐