



PASS CENTRE BOOKING APPLICATION FORM
TO THE GOVERNORS OF PINXTON VILLAGE ACADEMIES

This form is to be returned to the school office

Hirer Name:

Address:

Organisation:

Contact email address: _____

Please read the PVA PASS Centre Lettings Policy for hire information and complete your booking requirements below:

PVA Approval Signature _____ Date Approved _____

Date	Purpose of hire	TIMES		Caretaker present throughout Yes/No	PLEASE TICK REQUIRED FACILITIES					PLEASE TICK REQUIRED EQUIPMENT				OFFICE USE ONLY			
		Start Time	End Time		Sports hall	Kitchen	Changing facilities	Showers	Playing Field	Chairs (54 available as standard)	Tables (7 available as standard)	PE Mats	PE Equipment (complete box below)	Stage (only available for Use Type 1/2)	*Type of Use	£50 deposit required Yes/No	Hire charge

(Type of use: 1= PVA Governors/PVA School; 2= FHP; 3= Public Private Hire; 4= Sports Club; 5= Other. For official use only.

Please provide any additional information to support your hire application. Details of where food and drink will be consumed on the premises or PE equipment required should be included.

Signed on behalf of the hirer/hiring organisation

Signature:

Date:

Name:

Telephone No:

I personally undertake:-

- To pay the letting charge, including paying a £50 security deposit (refundable at the end of the letting period)
- To agree to abide by the conditions of hire outlined overleaf.
- To return this form within 14 days before the date of the first letting.
Failure to return the form by this date may entitle the Governors to refuse the application.
- To pay the lettings invoice within 30 days of the invoice date.

General Conditions of Hire

- The premises are provided essentially for educational purposes and must not be let in such a manner that may prejudice their use for this purpose
- No apparatus, tools or equipment belonging to the establishment shall normally be used, unless specifically hired
- No entertainment or function to which the public are admitted shall be allowed unless the premises are licensed for the purpose under the byelaws of the Local Authority
- Permission shall not be granted for the production of plays or music unless the promoters have given proof to the Academy that all royalties or fees for performing rights have been paid
- The promoters of entertainment and similar functions to which the public are admitted shall be responsible for completing to the satisfaction of Governors all formalities in connection with the use of the premises for that purpose. Where the Chief Fire Officer or Licensing Officer require additional facilities for the purpose of a letting which are not already installed (i.e. "Exit" sign or emergency lighting), it shall be the responsibility of the Hirer to provide such of an approved type and method of installation, after agreement with the Academy
- Payment for admission shall be deemed to include admission by ticket or programme or by any other method, by which the making of a payment entitles the person to admission
- The Executive Headteacher/Acting Head of School may cancel without notice any letting if unforeseen circumstances make it impossible to provide health and safety conditions
- The hiring body shall be responsible **during** the function or entertainment for which the premises are hired for ensuring:

-all safety requirements and recommendations of any licensing authority are complied with

-any limitation on the number of persons admitted imposed by any licensing authority or the Governors are complied with

The maximum occupancy limit approved by the Local Governing Board for health and safety reasons is 200 persons

-suitably qualified persons are employed to be responsible for the supervision of the premises and the conduct of those attending so as to avoid personal danger and damage to the premises

-a copy of the Academy's Health and Safety Policy is available from the main reception. It is the responsibility of the hirer to be aware of the contents of this policy

- Intoxicating liquor is not permitted.
- All Academy premises are deemed to be non-smoking areas
- Our Trust insurance policy will indemnify hirers of our premises against their legal liability to pay damages and legal costs happening during the period of insurance and arising solely in connection with their hire of our premises. However, exclusions apply and these are shown in Appendix 1 of the Lettings Policy and on our academy website
- Organisations or individuals hiring the PASS Centre for professional purposes will still be responsible for taking out all required professional and public liability insurances as appropriate to the purpose of the hire. Written proof of insurance cover will be requested as part of the booking application process.

• The hirer shall be responsible for reimbursing the full cost of any damage occasioned by users to premises, furniture, apparatus and equipment and will be required to indemnify the Academy against any liability at law in respect of any accident involving death or bodily injury to any person or damage to or loss of any property real or personal and happening consequent upon or in connection with the use of the premises

• The hirer is responsible for everyone who is on the premises of Kirkstead Junior Academy for the activities they are organising and, generally, for everyone who comes on to the parts of the Academy's premises which are under the hirer's control at stated times. The hirer is responsible for ensuring that they comply with all the terms of the hire agreement.

- No notices or placards shall be affixed to, lean upon or be suspended from any part of the Academy premises
- No bolts, nails, tacks, screws, pins or other similar objects shall be driven into any of the walls, floors, ceilings, furniture or fittings
- The hirer shall ensure that no persons using the permitted area use shoes with stiletto heels or other footwear which may, in the opinion of the Local Governing Body, be damaging to the floor surfaces
- The parking of vehicles on the school's property shall be permitted in approved areas only on the condition that persons bringing such vehicles onto the premises do so at their own risk and that they accept responsibility for any damage to the school's property or injury to any person whether connected with the establishment or not caused by such vehicles or their presence on the school's premises
- Any hiring of the outdoors sports facilities or playing field may be cancelled without notice if weather condition or the state of the ground makes it likely that unreasonable damage may result from use. Suitable footwear must be worn
- Sub-letting is not permitted but shared lettings of facilities are permitted provided that all sharing organisations are included in the application

• The hiring body shall comply with such additional conditions as the Academy's insurers, Executive Headteacher/Acting Head of School or the Governors may require in writing to be observed for a particular letting

• The Governors or Executive Headteacher/Acting Head of School reserve the right not to allow any lettings as they see fit

Additional Conditions

Indoor Football: An indoor football is to be used, plus non-marking shoes. Football is normally limited to children under 11 years old

Parties: Non-marking shoes, food and drink may only be consumed in the sports hall if this was approved during the booking application stage. An increase in the hire charge may be applied in this case. **The hirer is responsible for sweeping/wiping up any spilled food or drink** so the Caretaker only needs to carry out a minimum level of cleaning.

Chairs/Tables: There are 7 folding tables and 54 folding chairs in the PASS Centre storage cupboard. Additional tables/chairs may be able to be provided by agreement with the Academy but this cannot be guaranteed. **Unless otherwise agreed, it is the responsibility of the hirer to put away the tables and chairs at the end of the hire period, leaving the storage cupboard in a tidy manner.**

Use of kitchen area: no usage unless approved during the booking application stage. An increase in the hire charge may be applied in this case. **The hirer is responsible for tidying/cleaning after food and drink has been prepared in the kitchen, including washing, drying and putting away any used crockery and cutlery.**