



## ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL

### CONDITIONS OF HIRE OF PREMISES

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**St. Joseph's School and the Applicant agree that the following conditions will be complied with in all respects and that this document forms a contract between Parties concerned.**

1. The Governors reserve the right to terminate this Agreement arising from unforeseen circumstances which may prevent the letting of the premises and no claims for loss and/or expense will be made against the Governors in such circumstances.
2. The Governors do not accept any responsibility for any loss or damage occurring to persons or property during the hiring of the premises.
3. The maximum number of persons on the hired premises shall not exceed 120 at any one time.
4. The Fire Regulations as laid down by the Royal Borough of Kensington and Chelsea shall be observed at all times and all notices and instructions shall be complied with throughout the period of hire.
5. The Hirer will arrange his/her own catering requirements and meet all expenses incurred.
6. The Hirer will be responsible for costs incurred by damage in replacement or making good to the premises, fixtures, fittings, furniture and furnishings.
7. The premises must be vacated by the Hirer by 11.30pm.
8. All unwanted food, cartons and packagings must be disposed of in strong black bin-liners and either taken off the premises or disposed of in the school bins.
9. The premises must be vacated by the Hirer in a clean and tidy condition.
10. The Governors reserve the right to retain the Hirer's deposit of £100 should these conditions not be met. Deposit and payment for use of the hall or classrooms should normally be made at least one month in advance.
11. All deposits will be refunded or deducted from the overall cost of hire after the Governors are satisfied that all the above conditions have been met.
12. If the original hours of hiring are exceeded an additional charge will be made for each excessive hour or part thereof.
13. The Governors have appointed the Headteacher to act on their behalf in all matters relating to the hiring of the school premises.
14. Music must be kept at a reasonable level and cease at 11pm as there are elderly residents adjoining the school building.
15. There is strictly no use of ICT resources in the school at any time.

16. Smoking is not permitted anywhere within the school and the school grounds.
17. No dogs or other pets are permitted except guide dogs.