



Terms & Conditions for Letting

Safeguarding Statement:

Heanor Gate Spencer Academy is committed to safeguarding and promoting the welfare of children and young people and expects its staff and volunteers to share this commitment.

1. All bookings and charges are subject to review at any time.
2. The hirer must ensure suitable arrangements are in place with regard to the safeguarding of children and child protection. A responsible adult must be able to supervise children at all times during the letting.
3. The hirer is responsible for supervision, safety, control, stewarding, admission and removal of those attending.
4. The school reserves the right to terminate the contract if the hirer fails to have these arrangements in place. If you have any questions regarding this please contact the school.
5. The hirer will be required to provide evidence that DBS checks have been carried out upon request.
6. Any electrical equipment brought into the school must have a valid P.A.T. Certificate.
7. Special preparations, such as those required for the purpose of dancing, must not be applied to the floors without specific approval.
8. The sub-letting of any premises is prohibited.
9. The School reserves the right to cancel at any time, particularly in the event of a special function and/or at exam times.
10. The Hirer MUST provide a copy of their Liability Insurance Policy before the hire date.
11. Bookings will only be confirmed once the terms and conditions have been agreed to.
12. A group wishing to hire facilities must nominate one person to act on its behalf. The booking form and any further correspondence must be signed by the nominated person. Any subsequent changes or requests can only be made by the nominated person.
13. The hirer must be over 18 years of age and be the person that signs the application for hire. Such persons shall be responsible for the payment of the fees payable in respect of hiring and for the observance and performance in all respects of the conditions and stipulations herein contained.
14. The hirer must ensure that the person or persons responsible for the hire are familiar with the emergency procedures and have due regard for their general responsibilities for the health, welfare and safety of the public throughout the duration of the hire.
15. Hirers are liable for the good behaviour of persons attending their events. All breakages or damage to the fabric of the building will be charged for.
16. The hirer is required to clear away any rubbish and leave the premises and/or grounds in the condition in which they were found. Sweeping brushes, dustpan and brush, mops and buckets are available from the site team. The hirer will be responsible for reimbursing the school for any additional costs incurred for cleaning the premises or clearing the grounds after a letting.
17. The electrical and mechanical installations of the hall or gym are not to be supplemented or altered, nor are any specialist equipment such as a public address system to be installed by the hirer, except if agreed in advance.
18. The hirer will allow access at all times to school staff or their representatives.

19. Cancellation - Charges may be made against any hirer cancelling their booking[s] less than 28 days from the start of the booking. Please note all cancellations must be in writing to the Finance Department, Heanor Gate Spencer Academy, Kirkley Drive, Heanor DE75 7RA.
20. The booking time must include any setting up and putting away of equipment at start and finish of sessions. Timings must be strictly adhered to.
21. Parking of cars and other vehicles shall be restricted to the designated parking areas. Any vehicles are left at the owner's own risk.
22. Rules to be observed at all times:
 - a. Appropriate footwear [non-marking soles] to be worn in the Main Hall and Dance/Drama Studios.
 - b. No alcohol to be consumed on the site at any time (unless appropriate licence has been obtained).
 - c. Smoking anywhere on the school site is strictly prohibited – this includes vaping.
 - d. All appropriate performance permissions must be obtained.
 - e. All appropriate licences must be available to be seen and kept with the hirer whilst the booking is taking place.
 - f. The hirer is responsible for familiarising themselves with the procedure for the evacuation of the premises, the escape routes and assembly points, and shall be familiar with the fire-fighting equipment available.