

WATFORD GRAMMAR SCHOOL FOR GIRLS
Lettings for One off Events and Longer Contracts
Contractual Agreement 2018-19

1. This Letting Contract identifies the responsibilities of the Hirer and is set out to be a legally binding document between the Hirer and the School (Watford Grammar School for Girls).
2. VAT at the rate in force at the time of hire will be added to your charge.
3. The minimum hire period is for 1 hour and then half hourly slots thereafter, except where stated on the Booking Form.
4. The Hirer is financially responsible for any damages made to the school premises/ property throughout the hire period. The cost of repair for damage sustained during the hire period will be sought in full from the Hirer.
5. It is also the responsibility of the Hirer to leave the school premises in a clean and tidy condition. If the Hirer or his/her guests do not do so, a cleaning charge will be applied and taken from the deposit for this service. If any sports equipment is used, it should be returned in a neat and tidy fashion.
6. The Hirer and his/her guests must leave the school premises at the agreed time. Additional costs will be sought from the Hirer if the agreed time is broken. Hirers can arrive 10 minutes before the agreed time, to set up and must leave no later than 10 minutes after time. The Sports Facilities close at 10.00pm.
7. The school has the right to increase letting charges; one month's notice will be given.
8. A refundable deposit of £200.00 is required for our Standard lettings, for Weddings and Parties the deposit will be £500.00. The deposit will be returned to the Hirer in full if there are no damages made to the school premises or property. We will also require one month's full letting fee in advance before your booking can begin.
9. The Hirer agrees to abide by the School's Health and Safety guidelines, (a copy is available from the school office). If you are using the swimming pool, we require you to have read and fully abide by the N.O.P (Normal Operating Procedures) and the E.A.P (Emergency Action Plan). A complete copy is available at the Fuller Life reception desk.
10. It is a condition of letting our premises that **smoking is not permitted** anywhere within the school site. It is the hirer's responsibility to make sure their visiting members abide by the no smoking rule. If you fail to do so, a £20 fine will be added to your invoice.
11. No Sub-Letting at any time.
12. **Please take note of the Non-Liability Signs**: Cars are parked at owners' risk. The School cannot accept responsibility for any accident, damage or loss. Cars should be removed from the car park 10 minutes after the letting finishes. Parking is very limited on match days.
13. Group leaders should familiarise themselves with fire escape routes, the location of fire points, the evacuation signal and the emergency telephones.
14. Groups letting our premises must be supervised by competent leaders who are properly qualified to supervise the activity which is being undertaken. In particular, Hirers of the school swimming pool must possess full safety qualifications and are required to submit them for inspection when application is made for hiring. Full Lifeguard supervision must be arranged for the duration of the hire.
15. Please note that that the **school speed limit is 5mph**. We operate a **one-way** system in our Sports Hall complex. Entrance is through Vicarage Road and exit is via Lady's Close.
16. Hirers are expected to use our facilities with care and consideration. Access to certain areas of the school, such as the P.E cupboard, is restricted. If Hirers misuse the school facilities a warning will be issued in writing and if this ignored, the letting will be terminated with immediate effect.
17. No payments beyond or in addition to those agreed in the hiring form may be accepted by any member of school staff.
18. Cancellation of this contract or individual booking by the School can be carried out for any reason. The Hirer must give due notice of a cancellation, this should be at least 7 days for a one off let and 48 hours for a regular letting. The hirer will lose 50% of the full payment if cancellation is given less than the cancellation notice before the proposed hire. Failure to notify Fuller Life of a cancellation will require the Hirer to pay the full booking fee.
19. Payment should be made by cheque payable to "**Watford Grammar School for Girls**" and addressed to The Site Team, Watford Grammar School for Girls, Lady's Close, Watford WD18 OAE, **within 14 days of the invoice**. Full payment must be made within 7 days of the proposed hire date. An administration fee of £30.00 will be charged in respect of any cheques returned unpaid. Any queries or modifications of the hiring form please contact the Site & Facilities Manager, Watford Grammar School for Girls, Lady's Close, Watford, Herts, WD18 OAE. 01923 223403.

LETTINGS INDEMNITY FORM

INSURANCE COVER – to comply with the conditions of the hiring agreement.

The School requires all Hirers to take out Public Liability Insurance to cover the event that they are holding and provide a copy of the Insurance to the School prior to the event.

DECLARATION- Please read before signing:

Any Licenses necessary and the Theatres Act 1968 and the Cinematographs Acts 1909 and 1952 have been or will be observed and any requirements of the Licensing Justices, where necessary, have been or will be met. I agree to pay the charges due as required and hereby certify that the premises and grounds will be used only for the purpose stated.

Signature: _____ Date _____

Name (Block Capitals) Mr/Mrs/Miss _____

CLUBS & ASSOCIATIONS (Or an Organisation representing affiliated clubs or constituent associations e.g. local league)

Declaration of Eligibility for VAT Exemption in respect of a Series of Sessions.

(Note all references to Clubs should be taken to Associations and organisations representing affiliated clubs or constituent associations).

I hereby declare that I represent the following club:-

And that to the best of my knowledge, the following statements characterise the set up of the club:-

- The club is an organisation of persons (more than one) with an identifiable membership
- The membership is bound together for a common purpose by an identifiable Constitution or Rules (these may be written or oral).

Signed _____

Print Name _____ Date _____

I/ We agree to the terms and conditions as set out in this contractual document. I also agree that if using the swimming pool, I agree and fully understand the conditions of the N.O.P and E.A.P.

Signed _____ Date _____

(Please complete in capital letters)

Name _____

Address _____

Postcode _____

Telephone _____ Mobile _____

Email _____

Signed _____ Date _____

Site & Facilities Manager

The hire period is from;

Date _____ Time – From _____ To _____

Date contract signed _____