



# Queens' School Booking Form

## APPLICATION TO HIRE FACILITIES

### These Terms and Conditions form the Hire Agreement between:

The Trustees of Queens' School,  
Aldenham Road,  
Bushey, Herts.  
WD23 2TY

and

FULL NAME & ADDRESS OF ORGANISATION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NATURE OF FUNCTION: \_\_\_\_\_

NUMBER ATTENDING \_\_\_\_\_

DATE(S) REQUIRED : \_\_\_\_\_

Facilities required and any additional requirements (tables, chairs, screens etc.) :	Time you will :	
	Arrive on site	Leave the site
A copy of your in-date <b>public liability insurance</b> certificate is required – please confirm : <b>PLEASE NOTE : Hiring cannot take place without insurance cover</b>	It is attached / It is to follow	
For office use only :	<i>Please note we have a minimum charge of 2 hours</i>	
<b>** PLEASE NOTE**</b> Car parking is available on site at an hourly charge for all visitors. Pay machines are located on both the north and south side of the school. There is a 15 minute 'drop off only' period at no charge.	Hire charge :	
	VAT :	
	Total Charge :	
	£100 deposit :	

- I wish to apply for the use of the facilities specified above and any other requirements as listed.
- I have attached a copy of our Public Liability Insurance and understand that the hiring can not commence until Queens' school have a copy of your current policy (For 'one off' hirers that are not part of a club or organisation and do not have PLI please contact the finance department before making the booking).
- £100 deposit is required before hiring commences and will be returned if applicable after hiring.
- I agree to pay the charge according to the scale in force at the date of hire, payable 7 days prior to the event taking place for occasional use or within 21 days from invoice date for continued hiring.
- Regular users must complete a new application form every 12 months.
- Our prices are reviewed annually.
- The charge will start when you arrive on site until you leave unless it has been agreed with The Estates Manager and caretaker on duty.
- Any cancellation less than 7 days before event will incur a cancellation fee.
- Queens' School has a duty to protect personal data. You are applying to hire some part of our premises or equipment and some of what you provide might be personal data. Any personal data you supply to us will be processed for the purposes of creating a contract. The school will retain any personal data supplied for a minimum of 7 years following the completion of our contractual obligations or terms of agreement. If you have any other questions please refer to our Privacy Notice which is available on our website.
- I am over 18 years of age.
- I have read and understood the Terms and Condition attached, which I accept on behalf of the organisation named above.
- I have attached a copy of our club/originations Risk Assessment and discussed the assessment with The Estates manager.

SIGNED (ORGANISER) \_\_\_\_\_ NAME \_\_\_\_\_

DATE \_\_\_\_\_ CONTACT TELEPHONE NO. \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

Please submit applications together with the deposit and copy of Public Liability Insurance at least 14 days in advance of hiring to: [Lettings@queens.herts.sch.uk](mailto:Lettings@queens.herts.sch.uk) and use a separate form for each date unless the venue and hiring times required are the same.

FOR OFFICE USE: AUTHORISATION OF HIRE _____	DATE _____	Discount given _____	Long term let _____
Entered in diary _____	Caretaker notified _____	A/C No. _____	Invoiced/prepaid _____
		PLI _____	



## Queens' School Hiring Conditions - To Be Retained By The Hirer

1. In these Conditions:
  - a) 'The Owners' means the Governors of the above mentioned School and 'The Agent' means the Clerk/Correspondent to the Governors or other Agent of the Owners.
  - b) 'The Hirer' means the person signing the application form and in addition any organisation for whom he is stated in such form to be acting. The liability under the hiring agreement of such person and such organisation shall be joint and several.
2. Not more than the number of persons stated in the application form shall be allowed on the School premises at any one time.
3. Use of the School premises or the relevant part thereof and entry thereto is limited to the purposes and times stated on the application form, should the Hirer break this clause they may be asked to leave the premises and an additional charge will be made. No sub-letting is permitted.
4. The Hirer is responsible for and shall indemnify the Owners against all damage to the School premises and to any property on the School premises occurring during or in relation to the hiring or while persons are entering or leaving the School premises pursuant to the hire, however and by whomsoever caused.
5.
  - a) The Owners shall not be responsible for any loss or damage to any property arising out of the hiring.
  - b) The Owners shall not be responsible for any loss, damage or injury which may be suffered by or be done or happen to any person resorting to the School premises during or in relation to the hiring arising from any cause whatsoever.
  - c) The Owners shall not be responsible for any loss due to any breakdown of machinery, failure of supply of electricity or gas, leakage of water, fire, government restriction or act of God which may cause the premises to be temporarily closed or the hiring to be interrupted or cancelled.
  - d) The Hirer shall indemnify the Owners against any claim which may arise out of hiring or which may be made by any person resorting to the School premises during or in relation to the hiring in respect of any such loss, damage or injury.
6. The right at any time to enter the School premises and remain on the premises during the hiring is reserved to the Owners, the Agent and any police officer.
7. The Hirer shall ensure that good order is kept on the premises.
8. The Owners (by themselves or the Agent) may put a stop to any entertainment or meeting which in their opinion is not properly conducted.
9. No bolts, nails, screws, bits, pins, spikes or other objects shall be driven into the fabric or furnishings of the School premises. No articles may be fixed thereto and there shall be no structural alterations to any stage in the School Hall.
10. The Hirer shall at the expiration of the hiring leave the School premises in a clean and orderly state and must not consume food in the Assembly Halls / Sports Halls/Dance Studio or classrooms.
11. The Hirer shall ensure that all property brought onto the premises for the purposes of the hiring is removed before the expiration of the hiring. The Owners shall not be responsible for any property left behind and reserve the right to charge extra while it is on the premises.
12. No slogans, advertisements, flags, emblems or decorations shall be displayed outside the School premises whether affixed to the same or free standing, without the consent of the Estates Manager.
13. The Hirer shall remove any slogan, advertisement, flag emblem or decoration displayed inside the school premises if in the opinion of the Agent it shall be unlawful, unseemly or libelous or expose the premises to an undue risk of fire or is likely to lead to a disturbance or a breach of the peace.
14. No exits may be blocked or chairs or obstructions placed in corridors or fire appliances removed or tampered with and the Hirer shall ensure that users of the premises are aware of the locations of emergency exits and that the Hirer's staff know the location of the fire-fighting equipment.
15. Any lights or other electrical apparatus which shall be connected to the electrical installation in the premises shall be properly insulated and fused and electrical plugs and sockets shall not be overloaded. No electrical appliance should be brought into school and used without prior arrangements.
16. All the conditions attached to any music and dancing licence and any theatre licence for the School premises shall be observed. A copy of each such licence held may be seen on application to the Agent and the Hirer shall be deemed to have had notice of all such conditions.
17. All legal requirements regarding the sale and consumption of alcoholic liquor, the performing of plays and the exhibition of cinematographic films and the playing of music especially sound recordings shall be observed and there shall be no infringement of any copyright subsisting under the Copyright Act 1956. The Agent shall be entitled to require proof that the provisions of this clause have been complied with 48 hours before the hiring. All legal requirements of Gaming and Lotteries legislation shall similarly be observed without infringement. The Hirer is responsible for obtaining and the cost of any additional licences required for their individual needs.
18. All scenery and costumes used for stage performances and the like must be fireproofed.
19. If the hiring includes use of the School kitchen the Hirer shall comply with such conditions as the Owners of the Agent may prescribe at the time of hiring.
20. The Hirer shall make such provision for such Insurance cover as the Owners or their Agent require, and shall pay all premiums due thereunder, and produce the policy or policies of insurance 48 hours before the time of the hiring to the Owners or their Agent.
21. The charges for hiring are reflected on the attached agreement form. A full price list for all our facilities can be seen on request.
22. Any cancelled dates less than 7 days before event will incur a cancellation fee.
23. A deposit shall be held and be used should any damage be caused by the Hirer.
24. Queens' School is a designated "NO SMOKING" area. This must be strictly enforced by the Hirer.