



## Haute Vallée School

### Terms & Conditions of Hire

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Minor amendments by SJH, LF & CMM

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#### Overview

This document is designed and required to be completed by community groups (**“the Hirer”**) who use Haute Vallée School (**“the School”**).

This document aims to provide consistency and clarity relating to the terms and conditions of hire of any facilities that form part of the School.

#### 1. APPLICATIONS

Applications for use of premises must be made on the official booking form and sent to the School Bookings Team.

#### 2. PAYMENT

Invoices are sent out on a monthly basis by the Government of Jersey on behalf of the School.

#### 3. CANCELLATION

##### By the Hirer

All cancellations of events must be notified in writing to the School Finance Manager. Telephone calls will not be accepted.

Cancellations made less than four weeks in advance of the booking will remain payable.

If the Hirer cancels on a regular basis, the School reserves the right to review, and potentially cancel, any future bookings.

## **By the School**

The School reserves the right to cancel or close any facility at its discretion. In these circumstances monies paid for unused bookings, or booking period, will be refunded in full.

### **4. USE OF FACILITIES**

The premises may only be used for the purpose specified in the application and in the event of it being used by the Hirer for any other purpose, the School will be entitled to terminate the booking immediately.

The agreed booking charge will remain payable in such circumstances.

### **5. BOOKING TIMES**

Booking times must include a 30-minute preparation and cleaning up time either side. If you do not keep to your agreed booking times, you will be invoiced for any additional cost.

Hirers will not be allowed access to the facilities before the commencement time of the booking and the facility must be cleared of all equipment and persons by the end of the booking, except where prior arrangements have been made.

If a caretaker(s) is required for the duration of the event, during the event, or if the event starts or finishes outside of normal School hours and a caretaker is required to unlock / lock the building for the event, then the cost of this will be passed on to the Hirer.

### **6. EQUIPMENT**

With the discretion of the School and Prior Agreement, all equipment available to the school may be used by the Hirer.

- Any equipment used must be replaced to the location it was found.
- Any faults must be reported to the School Finance Manager as soon as possible.

All Hirers using School equipment will need to complete the "Responsibility for Equipment During Hire" form. Please see Section 14 - Indemnity below.

All Hirers requiring use of Sound and Lighting equipment in the Theatre must meet with the technician for at least 1 hour prior to the start date of their booking for training.

If Hirers reserve an outside agency to supply technical equipment for the Theatre, they must ensure that all equipment belonging to the School is replaced and reset to working conditions before leaving at the end of their booking.

### **7. CLEANING**

The Hirer shall leave the premises in the same tidy condition it was found and ensure all furniture is returned to the original layout.

All hired events will require at least one hour cleaning, per day, depending on room/s booked, in order to return the school to operational standards.

Cleaning costs can be found in the Hire Charges Schedule and the cost of cleaning will be passed on to the Hirer.

If excessive cleaning is required due to the delivery of activities during the booking, the costs incurred will be charged in addition to those originally quoted.

## **8. DAMAGE**

The Hirer shall not cause damage to the premises of any kind.

Should accidental damage occur, the Hirer shall notify the School at the first opportunity. If such notice does not occur, or if in the opinion of the School, the damage was caused by wilful action or inaction on the part of the Hirer, the Hirer will be charged the full cost of repairs or replacement.

## **9. ACCESS**

Access to other areas of the premises, not included in the booking, may be agreed at the discretion of the School, and will be added to the invoice accordingly.

Unless such agreement is granted, access to all areas such as staff rooms, classrooms, and laboratories is forbidden.

The Hirer shall be responsible for the observance of these conditions of entry by all persons permitted by the Hirer to enter the premises under the agreed booking.

## **10. CONTROL**

The Hirer or Hirer's representative must be in attendance at all times throughout the period of the booking and shall, at all such times, be responsible for the safe practice of any activity undertaken.

## **11. ADMISSION**

The School reserves the right to refuse admission to any person to the establishment. The School shall have the right to expel or cause to be expelled any drunken or disorderly person, or any person acting in an unacceptable manner.

## **12. SAFETY, HEALTH & SECURITY**

The Hirer must at all times comply with any or all safety and security policies and procedures in force on the premises.

Access to the doors and passages must not be obstructed at any time and any layout of equipment and/or seating must be agreed in advance and must not be altered without the permission of the School.

The Hirer must, at all times, comply with any reasonable instruction given by the School, in connection with safety and/or security.

The Hirer shall not bring onto the premises any articles of an inflammable or explosive nature.

### **13. SAFEGUARDING**

The Hirer must, at all times, adhere to the Safeguarding Requirements set out in the Education Departments Policy for Third Party Hire of Education Facilities (pages 4,5 & 6).

All activity supervisors should be provided with a copy of this policy.

All Hirers using School facilities will need to complete the "Safeguarding Requirements" form below (see page 10).

### **14. INDEMNITY**

Though comprehensive, the insurance cover maintained by the Government of Jersey, does not insure Hirers for accidents or injuries caused by or during the activity undertaken.

If hiring for a public event, the Hirer must be in possession of a Public Liability Insurance Policy in respect of any hired facilities. The limit of indemnity is to be not less than £5 million and proof of such cover will be required before the hiring commences.

The Hirer must sign the attached 'Damage to Premises & Equipment during Hire' form (see page 9), which states that the Hirer, in the event of loss, theft, or damage to premises or equipment belonging to the School, must reimburse CYPES up to the first £500 in the event of a claim, subject to the policy excess, if an increase occurs.

### **15. PROPERTY BELONGING TO THE HIRER**

Neither the School nor any of its employees shall be responsible for any damage to, or loss of, any property, whether belonging to the Hirer, or to any person using the premises during a booking or at any other time.

In addition, equipment and materials may only be stored on the premises by prior arrangement with the School.

### **16. SMOKING**

**Smoking is prohibited in all internal and external areas of the School.**

### **17. ALCOHOL AND REFRESHMENTS**

No refreshments may be brought onto or sold within the premises without the **prior consent of the School.**

With the School's **prior** agreement, the Hirer may wish to contract an external licensed provider to arrange the sale of refreshments, including alcohol.

A copy of the Bailiffs 'Special Permit' for the event **must** be supplied to the school prior to the start of the event.

**Outside of the above conditions. No alcohol of any kind may be brought onto the premises.**

**No Alcohol is to be consumed inside the Theatre, Drama Studio, Classrooms or Sound & Lighting control booth.**

#### **18. BROADCASTING / TELEVISION / MEDIA**

The School must be consulted and must give their permission before broadcasting / television rights are agreed to, or film, video or photographs for any professional use or publication are taken.

#### **19. NOISE**

The operation of any recording devices or amplification equipment shall only be carried out with the consent of the School. If such consent is given, the Hirer shall at all times respect the requirements of other users and neighbours of the premises and the School may at any time require that the level of sound be reduced. During the summer months all doors and windows must be shut at 19:00 and winter months 18:00 in order to prevent noise pollution.

In the event of non-compliance with this condition, the School may immediately prohibit the use of the equipment or, failing this, terminate the booking.

#### **20. PARKING**

The Hirer is responsible for ensuring all event attendants park in the designated parking bays of the School car park.

Should there be a large volume of vehicle movement expected for the duration of the booking, the Hirer is required to arrange for a parking attendant to be present.

If the school have to provide this then the cost of this will be passed on to the Hirer.

#### **21. ADVERTISING / PUBLICITY**

Advertising posters or other such publicity may only be erected in the areas designated and with the consent of the School. Under no circumstance should any posters be secured to painted walls.

#### **22. FIRST AID**

Adequate first aid precautions must be taken as appropriate by the hirer. **Hirers must provide their own first aid kit which should be available at all times.** Any injury to a person is the responsibility of the Hirer and not the school.

The Hirer must keep a record of any first aid given and all injuries must be reported to the school at the earliest possible time.

The school holds no responsibility for injuries and accidents.

### **23. THE HIRER IS ALSO RESPONSIBLE FOR:**

The administration, organisation, and running of a particular event, ensuring that all participants are appropriately dressed, including footwear that is appropriate for the particular activity and area in use, and supervised.

### **24. CHARGES**

Charges for the use of the facilities shall be laid down by the School, and the School reserves the right to vary charges with appropriate notice.

### **25. BREACH OF REGULATIONS**

If any period of hire is cancelled or terminated by the School, as a result of a breach of any of these conditions, the Hirer shall remain liable for the charges due up to and including the time of hire termination.

### **26. EMERGENCY EVACUATION**

The Hirer must make all attendees to any event aware of the emergency procedures and assembly point(s) designated for the premises.

The evacuation procedures are as follows:

#### **Evacuation Routes and Assembly Points using nearest emergency exit:**

In the event of an alarm leave the premises by the nearest emergency exit and proceed to the.

#### **Assembly Point - Main Carpark**

Please close all windows and doors as you leave.

**IMPORTANT:** Last person in any group passing through **FIRE DOORS** please close door behind them.

Activation of the alarm will automatically alert the Fire & Rescue Services.

Once you are assembled, please wait for the Duty Caretaker who will instruct you how to proceed.

## Hire Charges

<b>Rooms:</b>	<b>Cost per hour:</b>
Standard Classroom (seats 25)	£30
Learning Zone (seats 30)	£40
Conference Room (seats 25)	£50
Meeting Room T-Zero (seats 8)	£30
Sports Hall	£40
Gymnasium	£30
Field	£30
Tennis/Netball Court – Cage 1 (2 courts)	£30
Tennis/Netball Court – Cage 1 (3 courts)	£40
Canteen (seats 70)	£40
Drama Studio	£40*
Theatre <b>P</b> artial – main hall lights only, no access to sound booth (seats 300 max)	£50*
Theatre <b>F</b> ull – Includes use of sound, lighting and audio-visual facilities. (seats 300 max) <i>A meeting with the HV Technician will be required at least 2 weeks in advance of your booking to ascertain your technical requirements including the agreement for additional technical support during event.</i>	£80*
Presentation Packages – to include Theatre, Drama Studio and other rooms as required -	POA*
<i>*These charges apply for first five hours, after that a day rate equal to five hours applies.</i>	
Staff Costs:	
1 Caretaker	£35
1 Caretaker – Sunday	£45
1 Caretaker – Bank Holiday	£70
1 Cleaner	£25
Audio Visual Technician	£50
Audio Visual Technician – Sunday & Bank Holiday	£100
Call out of the Caretaker or Technician	Hourly rate of current day
Additional Cleaning	Charged 1hour per room of booking

### IMPORTANT NOTICE:

Please be aware that if you do not keep to your booking times, you will be invoiced for any additional cost.

## Declaration

I have read and fully understood these Terms & Conditions of Hire and agree to abide by the terms set out within them.

Name: \_\_\_\_\_

Position/role: \_\_\_\_\_

Organisation: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



**Insurance**  
**Damage to Premises & Equipment during Hire**

The Hirer undertakes that, in the event of loss, theft or damage to the premises or an item of equipment belonging to Haute Vallée School that they accept responsibility for settlement of the policy excess and will reimburse CYPES up to the first £500 in the event of each and every claim.

Subject to the policy excess, if an increase occurs, the Hirer will accept responsibility for settlement of the policy excess.

**Name:**

**Capacity:**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **Safeguarding Requirements**

The Hirer confirms that before delivering activities to children, young people (up to the age of 18) or vulnerable adults that all Supervisors for the activity have been trained in Child Protection to the appropriate level, and that all Adults and Young People working with children, young people and vulnerable adults have completed an Enhanced DBS check.

That if the delivered activity is for children aged 12 or under that the Hirer is registered in accordance with the Day Care of Children (Jersey) Law 2002

The school reserves the right to request copies of this documentation.

**Name:**

**Capacity:**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Items available with full Theatre Hire**  
**(meeting with Technician required)**

Sound System

Allen & Heath SQ6 Mixing Console  
Behringer iNuke 3000DSP Amplifier  
Denon DN-300Z CD Player  
Behringer DSP 2024 SFX Unit  
Behringer FBQ2496 Feedback Destroyer  
LAB Gruppen PDX3000 Amp

Theatre Lighting

Zero88 Solution Lighting Console

2 x Tulla Lito 650 Profile  
4 x PAR 64 Long  
8 x Staireville PAR56 Short 300w  
3 x Strand Brio 18/30 600w Profile  
4 x Strand Cantata 11/26 1200w Profile  
4 x Strand Coda 500 Floodlight (Battern of 4)  
1 x Strand Prelude 16/30 650w Profile  
6 x Strand Prelude 28/40 650w Profile  
4 x Strand Prelude F 650w Fresnel  
5 x Strand Prelude PC 650w PC Spot  
2 x Strans Cantata F 1200W Fresnel  
4 x Pulsar 650w Fresnel