



BARKING ABBEY SCHOOL

Sandringham Road, Barking, Essex. IG11 9AG
 Tel: 0203 967 7030 Email: Lettings@barkingabbeyschool.co.uk

BOOKING FORM FOR HIRE OF SCHOOL PREMISES

This booking form must be returned to Mr Adam Towse, Barking Abbey School, Sandringham Road, Barking Essex IG11 9AG.

To check availability or if you require additional information about the facilities available, please contact Mr Adam Towse, on 0203 967 7034

DETAILS OF HIRER

APPLICANT (Name of person or organisation wishing to hire premises):
CONTACT IF DIFFERENT TO ABOVE (NAME AND CONTACT TEL NO & Email):
ADDRESS:
TELEPHONE NO (DAYTIME/MOBILE):

DETAILS OF HIRE/REQUIREMENTS (see over for block bookings)

TYPE OF FUNCTION:	
DATE OF FUNCTION:	
NO OF PEOPLE ATTENDING (max):	No of Adults: No of children (under 12): No of cars:
THOSE ATTENDING:	family/friends/members of the organisation/members of the general public/ _____
Health & Safety (Please tick box confirming that you understand the following)	The hirer is responsible for arranging any first aid provision whilst on the premises. <input type="checkbox"/>

Sandringham Campus
 Longbridge Campus
 Room/s
 Times

RATES FOR HIRE – January 2019 (S) Sandringham Campus (L) Longbridge Campus

**All price rates are per hour*

AREA	CAPACITY	STANDARD WEEKDAY EVENING RATE	FRIDAYS	SATURDAYS	SUNDAYS
Main Hall (S)	250	Price on availability / request	£100	£100	£120
Dining Hall & Kitchen (S)	150	PAR	£80	£80	£100
Main Hall, Dining Hall & Kitchen (S)	400	PAR	£120	£120	£140
Dining Hall (L)	300	PAR	£120	£120	£120
Library (S) (L)		PAR	£50	£50	£50
Study area		PAR	£50	£50	£50
Dance Studio	150	PAR	£40	£40	£40
Dance Studio	20-35	PAR	£35	£35	£35
Drama (S)	120	£45	£45	£45	£45
Music (1)	50	£35	£35	£35	£35
Music (2)	50	£35	£35	£35	£35
Gym Green	150	£35	£35	£35	£35
Sports hall	50	£35	£35	£35	£35
*Commercial		*£70	*£70	*£70	*£70
Classrooms	30 - 32	£30	£30	£30	£30
Conference Room	20	£30	£30	£30	£30
Round tables (S) – 20			£5	£5	£5

**Minimum 6 hours hire for halls*

**Minimum 2 hours hire for classrooms*

Further charges for hire

+ 3% Public Liability Insurance cover if required

ADDITIONAL REQUIREMENTS/SPECIAL REQUESTS IN RELATION TO BOOKING (eg access to chairs/tables, etc):

BARKING ABBEY SCHOOL
LETTINGS BOOKING FORM

Month	DAY(S)/ DATE(S)	LOCATION	START TIME	END TIME	TOTAL HOURS	COST PER HOUR	TOTAL COST
TOTAL COST OF BOOKING						£	
Compliance Deposit						£250.00	
ADDITIONAL REQUIREMENTS/CHARGES - 3% Liability Insurance (optional)						£	
TOTAL CHARGES						£	
<i>Received</i>			<i>On:</i>				
			<i>By:</i>				
<i>Outstanding Balance</i>			<i>Due</i>				
			<i>By:</i>				
<i>Availability Checked and Agreed:</i>							

Please continue on separate sheet if necessary.
NB Time must be included for setting up and clearing up within your booking period – no additional time allowances are given for this.

ADDITIONAL CHARGES

Compliance Deposit

A refundable compliance deposit OF £250.00 is required to secure a provisional booking.

ADDITIONAL INFORMATION

Will there be Music? YES/NO

Do you wish to serve food? YES/NO

If YES please state if cold or heated food: Both

Will you be providing alcohol at your function? YES/NO

DECLARATION

I hereby acknowledge that I have read and fully understand the Conditions of Use which solely govern the provision of all services supplied by the School. I agree to be bound by the terms and undertake to comply with them in all respects.

Signed _____ Date: _____

Name (in block letters):

On behalf of (if applicable):

Please note that a booking of School premises exists only when it has been confirmed in writing by the School and all fees and charges have been fully paid.

EQUAL OPPORTUNITIES

It is the policy of the School to ensure that its premises can be made available to all sections of the community.

When a Letting is confirmed, the person making the request for the Letting will be required to nominate someone from their group as the group's Overseer. This will normally be the person making the Letting.

If a fire is discovered, the overseer is expected to:

- Check that the alarm has been raised by somebody
- check that machinery has been made safe
- evacuate the people in her/his group from the area involved.
- ensure that anyone with disabilities is assisted in line with their PEEP

When the alarm is heard, overseers should ensure that everyone in their group leaves the building as quickly and as orderly as feasible, ensuring that security measures, such as closing fire-resistant doors, are carried out (but not so as to delay the evacuation procedure). Electrical equipment should be closed down and windows closed if possible.

Overseers should ensure that everyone in their group is evacuated, to ensure no one remains.

The Overseer should then take their group to the relevant assembly point and take a roll call of the group. The Overseer should ensure no one re-enters the building until the appropriate authority gives the all-clear – this will usually be the School Representative in charge of the site, or the Fire Brigade.

This procedure should also be followed in the event of any other Critical Incident such as a bomb threat.

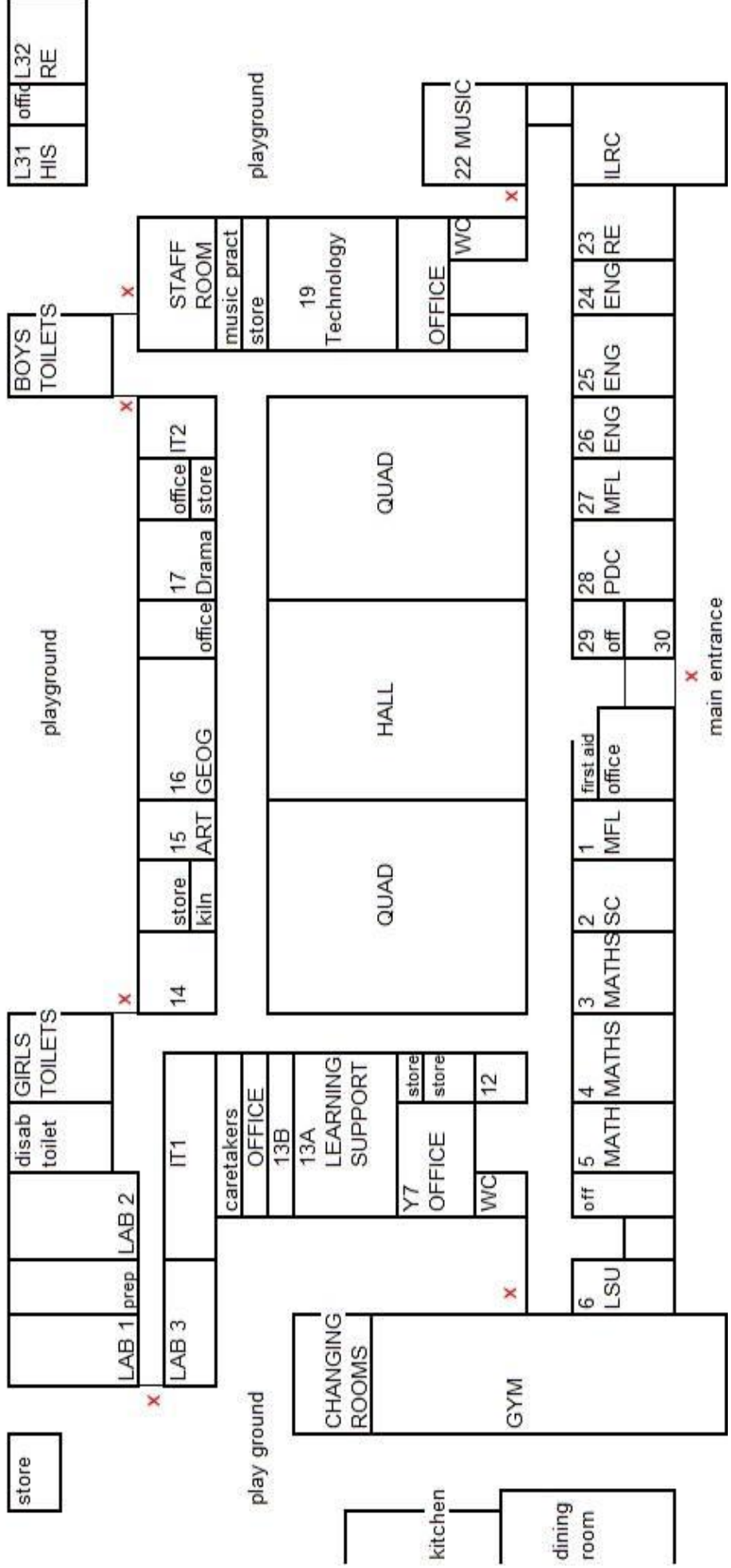
The evacuation of the group will be determined by their location at the time of the fire alarm being triggered, as follows:

Signed:

Please print name:

**EMERGENCY EVACUATION POINTS
BARKING ABBEY SCHOOL
SANDRINGHAM ROAD SITE
YEARS 9 to 13**





BARKING ABBEY SCHOOL
HIRING OF PREMISES
CONDITIONS OF USE

The use of Education premises owned by the Local Education Authority is permitted under the following conditions, which may change from time to time.

DEFINITIONS

For the purpose of these 'conditions' the following definitions apply.

- 1.1 'School' — The Governing Body and the Headteacher or person authorised to act on behalf of the Governing Body of Barking Abbey School for the London Borough of Barking & Dagenham
- 1.2 'Hirer' — The person or organisation who has signed the School's Application for Hire Booking Form irrespective of whether or not a charge is made for use of the premises
- 1.3 'Let' or 'Letting' — Where the School has issued a written confirmation to the hirer that School premises may be used in accordance with the applicable Conditions of Hire.
- 1.4 "Block Booking," means a contract for a series of hire periods, which also includes bookings by clubs, societies or any other groups or organisations

2. **Premises available for hire and charges**

- 2.1 School premises available for hire and the scale of charges are as stated in Section 1 attached. The use of the premises will include use of ladies and gents toilets and such tables and chairs as are determined by the hirer and School at the time the booking is confirmed, together with free car parking facilities within the School grounds up to a number agreed, when the premises are hired.
- 2.2 School equipment, material, students' work etc., may NOT be used, or moved without the prior consent in writing of the school.
- 2.3 The hirer shall not bring onto school premises, or use any equipment or materials, without the school's prior written permission. This includes:
 1. Any equipment for heating food
 2. Any equipment involving combustible material
 3. Film projectors using flammable film
 4. Curtaining, scenery, structures or other effects.
- 2.4 Only that part of the premises hired, apart from access, toilets and areas designated for car parking, may be used. Hirer to ensure persons attending premises hired shall not enter upon any other part of School premises.

3. **Hirer**

- 3.1 Where the hirer signing the Booking Form is an individual, he/she must be over 18 years of age. A person authorised to sign on behalf of an organisation must be over 18 years of age.
- 3.2 The hirer, being the person, or organisation, signing the Booking Form, shall be responsible for observance of the School's 'Conditions of Hire' and must be present throughout the period of the letting.
- 3.3 The hirer undertakes to comply with all instructions relating to the hire of the Premises made by the School's on-site representative.

GENERAL CONDITIONS

1. The Hirer and Guarantor, who both must be over the age of 18 years, must sign the application form. The premises hired shall be used only in accordance with the conditions agreed when written Confirmation of Hire has been made by the School. The hirer may not transfer the hire to any other person, or group, or assign or sublet any part of the premises, without the prior written agreement of the School.
2. 50% of the hire charge shall be paid immediately at time of booking, the remaining 50% to be paid 60 days before the commencement of the event, or full payment if less than 60 days.
3. If the Hirer cancels within 60 days of the date of the booking or fails to use the facilities hired, the Hirer shall pay the School the full hire charge. If the hirer cancels prior to 60 days before the date of the booking, the Hirer shall pay 50% of the full hire charge.
4. The School reserves the right to:

IN THE EVENT OF SECURITY OR POLICE CONCERNS - THE SCHOOL (AT THE SCHOOL KEEPERS' DISCRETION) HAVE THE AUTHORITY TO CLOSE DOWN ANY FUNCTION. DEPOSITS AND ANY MONIES PAID WILL NOT BE REFUNDED.

IF ANY HIRER IS CONSIDERING THE USE OF ANY SECURITY MEASURES (E.G., DOOR PERSONNEL), THEY MUST INFORM THE SCHOOL AT THE TIME OF BOOKING. FAILURE TO DO SO WILL RESULT IN IMMEDIATE CANCELLATION OF THE BOOKING. IF THE BOOKING HAS ALREADY COMMENCED, IT WILL BE TERMINATED IMMEDIATELY AND ANY DEPOSITS AND MONIES PAID WILL NOT BE REFUNDED.

- a) cancel the letting at any time without reason and, in such event, shall not be liable for damages or otherwise in respect of such cancellation [the School will endeavour to find suitable alternative accommodation].
 - b) cease the letting if the hirer fails to comply with the fire and health and safety regulations
 - c) relocate lets depending on need and circumstances and alter times where necessary.
5. The hirer shall not assign or sublet the premises or any part of the premises.

6. Authorised Officers of the School may enter the premises at any time for any reason during the period of hire.
7. The hirer is responsible for the area of the premises hired and access and egress routes for the period of hire.
8. It is the responsibility of the hirer to ensure that the accommodation used is left in a clean, neat and tidy condition. If in the opinion of the Caretaker the premises are not left clean the Caretaker will clean the premises and the cost will be recovered from the hirer.
9. All hirers must comply with the allocated times of the booking; failure to adhere to this condition will incur costs from the deposit for any additional extra time. **The hirer shall ensure that any music is turned off at least 45 minutes before the end of the letting time and that all attendees are off the school site by the end of the Letting Time (NOT STARTING TO CLEAR UP).**
10. When classrooms are hired for use the hirer will be responsible for ensuring that pupil's property, work and school equipment is not interfered with in anyway.
11. Any damage, litter or disorder upon your arrival to the premises should be reported to the Caretaker on site.
12. When you specify the time required on the application form please include the preparation time and clearing up time you require.
13. The premises may normally be used between:

6.00 p.m. to 10.00 p.m. Monday to Friday inclusive
9.00 a.m. to 12.00 midnight. Saturdays
9.00 a.m. to 8.00 p.m. Sundays
(*Subject to variation*)
14. The School's code of conduct for staff forbids employees from accepting cash from individuals or organisations. Please ensure that no such offers are made to School staff as refusal to accept may cause offence. Any small gifts of appreciation may be passed to the appropriate member of staff via the Headteacher of the School or the Education Department.
15. No intoxicating liquor shall be included in the refreshments available at any function held on the premises without prior permission of the Governing Body and the application form signed duly requesting this permission. The hirer shall not sell intoxicating liquor on the premises.
16. No adaptations, modifications, or additions may be made to any part of the electrical installations without previous consent in writing of the School and any alterations and additions as may be authorised shall be carried out in accordance with the directions and to the satisfaction of the School and shall be reinstated forthwith the expense of the hirer to the School's satisfaction.
17. No additional staging, curtaining or scenery may be erected without the previous consent in writing of the School and any such alterations and additions as may be authorised shall be carried out in accordance with the directions and to the satisfaction of the School and shall be reinstated forthwith at the expense of the hirer to the School's satisfaction. All curtaining or scenery shall be rendered non-

flammable. Stage scenery and other effects must neither be brought on to the Education Premises nor taken away while the premises are in normal use. Storage facilities cannot normally be provided. Any property not so removed by the hirer may be removed by the School's storage charges being recoverable from the hirer.

18. Bills of announcement of meetings or any form of advertising of forthcoming events taking place in the Education Premises may only be displayed on Education premises only by agreement with the School Premises Manager.

19. **BLOCK BOOKINGS: PAYMENT OF CHARGES, TERMINATION**

- a) If there is no longer period than one month between the first and the last Hire Periods in a Block Booking the hire charge shall be paid in full immediately the Contract is made.
- b) In all other Block Bookings the Hire Charge in respect of the Hire Period occurring between the date of the Contract and the end of the complete calendar month next following that date shall be paid immediately the Contract is made and thereafter the Hire Charge in respect of the Hire Periods occurring in each calendar month shall be payable in advance on the first day of each month.
- c) If no termination date for the Block Booking is specified in the Particulars the Contract shall continue until terminated by either party giving two weeks notice in writing to the other provided that if the Hirer fails to comply with any of his obligations under the Contract the School may (without incurring any liability to the Hirer) terminate that Contract on giving immediate notice to that effect to the Hirer and without any monies paid by the Hirer to the School having to be refunded.
- d) Termination or alteration of the Contract by the Hirer not specified in the particulars must be done in writing giving two weeks written notice. If the Hirer fails to give the required notice, the Hirer shall be held responsible for any cancellation and charged as per the Particulars.
- e) Failure to make Invoices payments promptly will result in the termination of the contract and could result in legal action.

20. **PREMISES MANAGER AND RELIEF PREMISES MANAGER DUTIES IN CONNECTION WITH LETTINGS**

The Premises Manager/Relief Premises Manager is the School Officer supervising your letting.

The Premises Manager/Relief Premises Manager is responsible for making sure before and at the end of the letting that:

- (a) the premises are open at the agreed time as stated on the application form or subsequently approved by the School;
- (b) unlock the room(s) to be hired and check that the accommodation to be hired is in a safe and satisfactory condition for the organisation to hire. The security alarm system will be set to 'local' arrangements for the area(s) not being let;
- (c) to ensure the security of the site at all times while the letting is taking place. To regularly patrol the premises and monitor the entrance(s) being used. All other entrances will be kept locked and made suitable for means of escape purposes only;

- (d) to check the premises before and at the end of your letting (with a representative from the group), for damage and to ensure that the premises have been left in a clean and tidy condition;
- (e) where the same accommodation is hired by more than one group on the same day, to ensure that the accommodation is checked in between each letting;
- (f) to ensure, as far as practicable, that users of the site do not behave in a manner likely to cause injury to themselves or others or result in damage to the buildings or contents;
- (g) in the event of an emergency, telephone for assistance (.e.g. ambulance, etc.) and assist the organisation(s) on the school site;
- (h) to remain on the school premises throughout the duration of the let.

IMPORTANT NOTE

The Premises Manager is not allowed to change the starting or finishing time of a letting or to change any of the Conditions of Hire without first seeking approval from the School Lettings Officer.

21. HEALTH AND SAFETY

There will be NO SMOKING on School premises.

- 22. Permission to use the premises will not be granted if in the opinion of the School it is likely that the occupation would create unreasonable disturbance or inconvenience to the residents in the neighbourhood or interferes with any existing occupation or with school activities.
- 23. The hirer must secure the preservation of the law and order and take all reasonable steps to prevent injury, loss, or damage to any person or property on all occasions during the hire.
- 24. The hirer must arrange for an adequate number of responsible stewards to be present throughout the period of hire to assist in the preservation of order. At no time during the hiring may the number of persons present exceed the maximum stated in the application form or stipulated in the acceptance.
- 25. The hirer is responsible for arranging any first aid provision for their organisation's members whilst on the premises. The school will require a letter of indemnity from the hirer to prove this.
- 26. Where permission has been granted to enable the premises to be used for the purposes of a youth organisation no member of the organisation may enter the premises unless the hirer (or deputy previously notified to the School) is present on the premises and members of the organisation may remain on the premises only as long as the hirer or their deputy is present on the premises.
- 27. Any electronic equipment brought onto the site will be the responsibility of the Hirer.

28. ADDITIONAL FACILITIES

The use or movement of school pianos is granted only on application to and at the direction of the Head Teacher who shall be satisfied that any movement will be carried out by the Caretakers Team.

29. Chairs and furniture may not be removed from classrooms or staffrooms without written permission of the Headteacher. Chairs located in halls are included in the hiring charge. Chairs must not be removed from the premises for use on playing fields or playgrounds.
30. Design Technology, Food Technology rooms, Science Laboratories, Workshops, Staffrooms and other specialist rooms, are not normally available for use by the general public and any such use will be granted only in certain circumstances at the discretion of the School Lettings Officer who will ensure that such use, when granted, does not impair the efficiency of these rooms or their normal purpose.
31. The use of school facilities, such as audio visual equipment, computer equipment, etc, is not allowed unless prior approved has been given by the School.
32. The School must be advised if food will be brought onto the premises. Cooking is only permitted in the schools lets kitchen.
33. The use of school playgrounds for car parking by hirers is subject to the approval of the School. The parking of vehicles will not be permitted on any service road or approach drive where such parking would impede the easy passage of emergency services or obstruct resident's driveways. Parking is only allowed in designated playground areas.
34. The use of preparation or material for the purpose of preparing a floor for dancing is not allowed as they may make the floor dangerous for normal use.

35 **NUISANCE TO NEARBY HOUSES AND RESIDENTS**

- 35 1 The hirer shall ensure no nuisance is caused to the residents of nearby houses by reason of the letting.
- 35 2 Noise, particularly music, shall be no more than as deemed reasonable by the School's on-site representative.
- 35 3 The hirer shall encourage guests/visitors to the event to park vehicles in the parking areas within the School grounds and shall include a note on all advertisements and tickets for the event that there is ample FREE parking in school grounds, and that cars should not be left in adjacent roads. The School may call for evidence that this has been done before permitting a function to commence.

36 **INSURANCE COVER**

The School has arranged adequate insurance for its property and public liability Insurance against injury, loss or damage caused to third parties or their property.

Public liability insurance must also be arranged by hirers to protect them against claims of this nature, which may be made against them by the School or other third parties.

37 **DEPOSITS**

Deposits are requested for all lettings. The deposit will not be returned should a breach of any term or condition or cancellation of the letting by the organisation. The School reserves the right to retain the deposit for any damage/loss/cancellation/amendment/alteration.

Child Protection and Safeguarding Policy

Barking Abbey School have a duty of care to ensure that we protect vulnerable adults, children and young people that use and access our facilities. We expect groups using our facilities to uphold and promote the fundamental principles of British values, including democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs. We believe that vulnerable adults, children and young people should never experience abuse of any kind.

Groups or organisations who come in contact with, teach, coach or supervise vulnerable adults, children and young people are expected to have and abide by the below procedures.

- A safeguarding policy to be supplied to commence or continue with any hire of school facilities
- DBS certificates for those who are sole teaching or supervising young people this needs to be dated in the last 3 years
- For sports coaches, relevant coaching qualifications and insurance certificates
- All users to promote the fundamental principles of British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs

I have enclosed a Safeguarding Policy Statement, which you should complete and return at your earliest convenience. If you do not meet our requirements, we may need to contact you to discuss your booking with us.

We reserve the right to terminate a contract with immediate effect if we feel that the above procedures and expectations are not being met. If you require further information or clarification regarding the terms and conditions of hire or any of the points above, please contact me on the above number.

Safeguarding Policy Statement

Name of Organisation:

Nature of business:

Contact name of person in charge of organisation:

Address:

Contact number:

Name of principal safeguarding officer at organisation:

Contact name:

Address:

Contact number:

This policy applies to all staff, including senior managers and the board of trustees, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of the organisation named above.

The Purpose of this policy

- To protect children and young people who receive the organisation's services. This includes the children and adults who use our services.
- To provide staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection.

Our organisation believes that a vulnerable adult, child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all vulnerable adults, children and young people and to keep them safe, we are committed to practise in a way that protects them.

Legal Framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2014
- Children and Families Act 2014
- Special Education Needs and Disability (SEND) Code of Practice: 0 to 25 years – Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government 2014
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parent and carers; HM Government 2015
- Working together to safeguarding children: a guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2015

We recognise that (please tick sections that apply to your organisation)

The welfare of the vulnerable adult, child or young person is paramount, as enshrined in the Children Act 1989

All vulnerable adults, children or young people, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse

Some vulnerable adults, children or young people are additionally vulnerable because of impact of previous experiences, their level of dependency, communication needs or other issues

Working in partnership with vulnerable adults, children and young people, their parents, carers and other agencies is essential in promoting young people's welfare

We will seek to keep vulnerable adults, children and young people safe by (please tick sections that apply to your organisation)

Valuing them, listening to and respecting them

Appointing a Designated Safeguarding Officer (DSO) for children and young people

Adopting child protection and safeguarding practices through procedures and a code of conduct for staff and volunteers

Developing and implementing an effective e-safety policy and related procedures

Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures

Recruiting staff and volunteers safely, ensuring all necessary checks are made

Recording and storing information professionally and securely according to Data Protection legislation and sharing information about safeguarding and good practice with children, their families, staff and volunteers via leaflets, posters, one-to-one discussions

Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately

Using our procedures to manage any allegations against staff and volunteers appropriately

Creating and maintaining an anti-bullying environment and ensuring that we have policies and procedures to help us deal effectively with any bullying that does arise

Ensuring that we have effective complaints and whistle blowing measures in place

Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance

Name of person completing this document:

Position in organisation:

Signed: Date: