



**Beauchamps High  
School  
Hirers and Lettings  
Information**

**Abuse** – Hire will automatically be cancelled if anyone is verbally and / or physically abusive to the on duty Site Care Operative

**Activities for Children** - For these activities, a hirer shall ensure that two responsible adults are present, and in charge throughout the whole period of hire. It is recommended that one adult is a qualified First Aider. For organisations running activities for children aged 18 and under, a copy of the Safeguarding policy relating to your organisation is required by the school before the hiring commences

**Arrival** – Please do not arrive more than 10 minutes before the start of your hire and ensure that the hired area is vacated promptly and within 10 minutes of the end of the session

**Cancelled lettings** – a cancelled lettings diary will be forwarded to all hirers on a monthly basis detailing any dates when the premises are unavailable for hire. It is the responsibility of the hirer to ensure this information is relayed to all of your members. In the event of severe weather or cancellation for any other unavoidable reason, cancellations will be advised on :

- The school website – [www.beauchamps.essex.sch.uk](http://www.beauchamps.essex.sch.uk)
- Twitter @Beauchampssch

**Fabric and Fittings** -The fabric and fittings (including electrical installations) and contents of the premises shall not be interfered with in any way. The hirer shall, at the end of the hire period, leave the accommodation in a tidy condition, all equipment being returned to the correct place of storage

**Fire Precautions** - Hirers shall familiarise themselves with the fire precautions in force on the premises, and with the means of escape in the event of a fire. Fire and other exits must be kept clear at all times. The hirer is responsible for ensuring that their members are accounted for and report to the Site Care Operative on duty

**Hire of East Hall** – if hiring the East Hall, please note that under no circumstances should any of the canteen equipment be moved. The hirer will be invoiced for any damage caused and will result in the letting being cancelled

**Hirer's Property** - Furniture and apparatus may be brought on to the premises at the hirer's own risk. Hirers shall not bring on to the premises, any article of an inflammable or explosive nature, nor any article producing an offensive smell, nor any other substance, apparatus, or article of a dangerous nature

**Insurance** – In the presence of a signed hirer's agreement, non-commercial hirers will be indemnified under the school's Hirer's Liability Insurance in respect of sums that the hirer may be legally liable to pay as damages, including school buildings, claimant's costs and expenses with a maximum liability of £1 million

Non-commercial hirers are classed as any individual/organisation using the property who are not making money or profit

The insurance excludes cover for certain groups and commercial use. Such individuals/organisations must provide proof that they have Public Liability Insurance for at least £5 million limit of indemnity in place before the hiring commences

The following insurance exclusions will apply to all hirers:

- Meetings organised by political parties
- Hiring's for professional entertainment purposes
- Hiring's for commercial or business functions including clubs run privately for income generation
- Property damage or bodily injury to any participant caused by another participant in relation to any sporting activity
- Property damage to property belonging to or in the custody or control of the hirer other than the premises hired from the school

In relation to the indemnity, all hirers will accept responsibility for:

- Damage to premises and equipment being used
- Third party claims involving injury to persons (including staff) and/or damage to property except when caused solely by the negligence of the school and/or their servant's and/or agents

A non- commercial hirer will continue to be insured where he/she engages an entertainer, band or group for a specific function. The insurance does not extend to protect the entertainer / band / group and it is the hirer's responsibility to received confirmation that such entertainment carries its own public liability insurance

In the event of a claim the hirer will be responsible for the first £100 of any loss or damage to property

**Parking** – Disabled parking facilities are available in the front car park. Please note that parking is not permitted on the school playground without permission and facilities will no longer be available to persistent offenders

**School Equipment** - No use may be made of apparatus such as stage fittings, pianos, etc., without specific permission

**Site Care Asisstance** – if assistance is required at any time during your let, please contact the on-duty Site Care Operative on 07555 325795

**Smoking** – Please note that smoking is not permitted anywhere on site

**Storage** - Storage facilities cannot be provided. When hirers are permitted to leave equipment on the premises, they do so entirely at their own risk

**Sunday Football matches** – Please note the following information:

- The school accepts no liability should the referee cancel a match due to pitch conditions and the full price will be charged
- Unless cancelled by 5pm on the preceding Friday, Sunday football hire will be charged at the full price, regardless of whether or not the match takes place
- Football pitches are not available to hire during the Easter weekend
- Pitches are only available if confirmed with the Business Manager or Site team by the preceding Wednesday unless the season's fixture list has been provided
- Football boots should not be washed in the changing room sinks
- The parking area at the end of Royal Oak Drive is for private resident parking only and therefore should not be used by anyone hiring the pitches. Home and away teams should use the school carpark facilities to minimise complaints from local residents
- It is the responsibility of the hirer of the pitches to ensure that any litter is

removed before you leave and to ensure that the away team and spectators are aware of this requirement

- The hirer is responsible for ensuring that the away team adhere to all of the above mentioned requirements