

# THE CHERWELL SCHOOL ACADEMY TRUST – TERMS & CONDITIONS

## HIRING OF PREMISES CONDITIONS OF USE

Provisional bookings can be made by telephone by contacting The Cherwell School on 01865 558719 Extn: 275.

No booking (or confirmation of a provisional booking) will be accepted unless it is made in writing on this form. A **copy of your Public Liability Insurance to the value of £5 million** on any single occurrence should be included.

Applicants are advised not to make any arrangements regarding their booking until they receive a confirmation copy of this application.

Hiring times must include setting up and breaking down of equipment and rehearsal time.

It is forbidden for users to smoke, leave litter, wander through other areas or make use of equipment not specified in this agreement. It is the hirer's responsibility to ensure that members of their organisation/party meet these requirements.

Users may not bring electrical equipment on site which does not comply with current Electrical Regulations. If users cannot confirm whether their equipment meets current Regulations, The Cherwell School will supply a qualified electrician who can do so. This cost will be borne by the user.

Users will be responsible for the health, safety and security of their guests and/or members of their organisation whilst they are on site. The Cherwell School does not accept responsibility for any injuries sustained by hirers using the hired space.

The Cherwell School shall not, in any circumstances, be responsible for any damage or injury to or the loss, theft or removal of any property brought or left by any person in or upon the space hired or the land or the premises used therewith and the hirer undertakes to indemnify The Cherwell School and the management against all claims, actions and proceedings in respect of any such damage, injury, loss, theft or removal, or against any loss sustained by any person whatsoever in consequence thereof. ***PLEASE SUPPLY A COPY OF YOUR PUBLIC LIABILITY INSURANCE FOR OUR RECORDS.***

The Cherwell School reserves the right to withdraw usage at any time from any group or individual who are either disruptive or by their manner and actions, are detrimental to the smooth running of the School or to other users.

The hirer will be responsible for any damage to the premises, of any nature whatsoever, whilst the premises are in use for the purpose above.

APPLICATIONS FOR THE HIRE OF SPACE MUST BE SENT TO THE CHERWELL SCHOOL, MARSTON FERRY ROAD, OXFORD. OX2 7EE