

**APPLICATION FOR HIRE OF SPACE AT  
THE CHERWELL SCHOOL OXFORD  
SPACE REQUIRED:  
HALL / MUSIC ROOM / GYMNASIUM / OTHER**

PLEASE COMPLETE IN BLOCK CAPITALS

<b>CLUB/ORGANISATION CONTACT NAME &amp; ADDRESS</b>		
	<b>POST CODE:</b>	
<b>TELEPHONE EMAIL</b>	<b>DAY:</b>	<b>EVENING:</b>

<b>EVENT OR ACTIVITY</b>		
<b>DAY(S) &amp; DATE(S) REQUIRED</b>		
<b>TIME REQUIRED *</b>	<b>FROM:</b>	<b>TO:</b>
<b>EVENT TIMES</b>	<b>START:</b>	<b>FINISH:</b>

\*PLEASE INCLUDE 'SETTING UP' & 'BREAKING DOWN' TIME

<b>NO. OF PEOPLE</b>		
<b>SPECIAL REQUIREMENTS</b> e.g. Disabled Access etc.	YES/NO	IF 'YES', PLEASE SPECIFY:
<b>SPEAKERS /ENTERTAINERS</b>	YES/NO	NAME:
<b>SPECIAL REQUIREMENTS</b> e.g. Staging, lights, lectern etc	YES/NO	IF 'YES', PLEASE SPECIFY:
<b>AUDIO VISUAL/TRAINING EQUIPMENT</b> e.g. OHP, TV presenter	YES/NO IF 'YES', PLEASE SPECIFY:	

<b>NO. OF CHAIRS REQUIRED NO. OF TABLES REQUIRED LAYOUT REQUIRED</b>	
	<b>THEATRE STYLE / LECTURE STYLE / U SHAPE FORUM / INFORMAL GROUPS / DANCE FLOOR / OTHER (PLEASE DESCRIBE)</b>
<b>ANY OTHER REQUIREMENTS</b>	

<b>PLEASE DESCRIBE ANY ACTIVITY WITHIN YOUR EVENT THAT COULD POSE A HAZARD TO YOUR GUESTS OR THE PREMISES E.G. STAGE PYROTECHNICS, ACTIVITY AT A HEIGHT ETC.</b>	
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## CONDITIONS OF USE

Provisional bookings can be made by telephone by contacting The Cherwell School on 01865 558719 Extn: 263.

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 / River Learning Trust does not accept responsibility for any injuries sustained by hirers using the hired space.

The Cherwell School / The River Learning Trust 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 / the River Learning Trust 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 / River Learning Trust 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

### DECLARATION

I agree to abide by these Conditions of Use. I have read and understood the responsibilities for the health, safety and security of my guests and/or members of my organisation.

\* I enclose my remittance for £.....

\* I agree to pay on receipt of my invoice

\* Please delete as appropriate.

I enclose a copy of my Public Liability Insurance for your records

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

## EMERGENCY EVACUATION PROCEDURES

The premises MUST be evacuated in the following circumstances:

- Fire alarm
- Bomb threat
- Gas leak
- Power failure
- Structural and major mechanical failure

This list is indicative and organisers and hirers must assess any situation where they feel their guests or members of their organisation may be at risk and take appropriate evacuation action. The signal to evacuate the building is the sounding of the fire alarm, a continuous ringing of the alarm bells.

### EVACUATION PROCEDURE

1. Sound the fire alarm by breaking the glass / push pad at any of the sounding points.
2. Ask your members and guests to leave the building in a quiet and orderly fashion through the nearest fire exit. Members and guests should assemble where indicated on fire instruction signs to await the arrival of the Emergency Services.

3. **Call the Emergency Services by dialling 9-999.**

**Ask for the Emergency Service you require.**

**The address is:** CHERWELL SCHOOL, MARSTON FERRY ROAD, OXFORD. OX2 7EE, STIPULATING NORTH OR SOUTH SITE.

4. Inform The Cherwell School site management of the emergency by dialling the number given at the commencement of the letting.
5. Leave the building and await the arrival of the Emergency Services and The Cherwell School representative at the Assembly point.

### IN THE EVENT OF A FIRE:

- wherever possible, please ensure that doors and windows are closed.
- if you feel that the fire can be tackled, fire extinguishers are located throughout the building.
- **DO NOT TAKE ANY PERSONAL RISK**
- **DO NOT RETURN TO THE SCENE OF A FIRE**
- **DO NOT RETURN OR WAIT TO COLLECT PERSONAL BELONGINGS.**
- **DO NOT TRY TO LOCK OR SECURE ANY DOORS**
- **DISCRETION IS ALWAYS THE BETTER PART OF VALOUR**

## GENERAL REGULATIONS

1. Facilities hired at The Cherwell School must not be used for any purpose that contradicts fundamental British Values.
2. It is the responsibility of the hirer to ensure that all users are aware of the emergency exits and to provide first aid cover for their users during their occupation of the premises.
3. The Cherwell School Academy Trust reserves the right to provide an alternative venue on site or, in exceptional circumstances, rearrange the date and time of an activity should it become necessary due to school use of the premises. In such cases as much notice as possible will be given to the hirer.
4. The user shall not use The Cherwell School for the performance in public of any dramatic or musical work, or for the delivery in public of any lecture in which copyright subsists, without the consent of the owner of the said copyright, or in any other manner infringe any other copyright. The hirer undertakes to indemnify The Cherwell School Academy Trust against all claims, demands actions and proceedings in respect of any infringement of copyright occurring during the period of hire, and, in the case of live musical performance to make a return of the music performed to the Leisure Dept fourteen days before the date(s) The Cherwell School is used.
5. If the hirer discovers any defect or hazard they should notify the school by making an entry in the register held at reception, or by notifying the caretaker on site.
6. The sale of intoxicating liquor at The Cherwell School is prohibited.
7. No changes or additions to the fabric of the building will be permitted. This includes changes to the electrical wiring; driving additional hooks, nails or other items into the walls or woodwork; removal of seating or other fixtures and fittings. This list is indicative but not exhaustive. Please contact The Cherwell School for more information.
8. Except with prior written consent, explosive, toxic, hazardous or highly flammable substances (this includes pressurised gas cylinders of any type, whether full or empty) shall not be brought on the site.