



Dear Sir/Madam

Thank you for your recent enquiry regarding hiring the school for your upcoming event. For your information, enclosed is the schools "Hirers Information Pack" which includes details on Health & Safety, Insurance, Rules & Expectations, Conditions of Use, Evacuation Procedures, Pricing and Application for Use (Booking) Form.

When you complete the Application Form please include the exact dates and times you require, as the need for clarification may result in delay or loss of letting. Once complete, the Application Form, Public Liability Insurance Cover Form (or copy of the PLI certificate), together with a £150 refundable deposit. should be returned/sent to Mrs Ese Anyia, at the school address. These should be returned as soon as possible and at least 28 days before the initial hire date. If less than 14 days payment in full will be required in addition to the £150 refundable deposit. The school reserves the right to retain the deposit for any damage, loss, cancellation, amendment or alteration. The deposit can be made with a cheque payable to Stanburn Primary School or by bank transfer to Natwest, 60-10-12, 46488537 please put the reference Lettings and your name.

On confirmation of the booking an invoice will be sent and payment in full must be received, at least 14 days prior to your event, failure to comply may result in your booking being cancelled and the loss of your deposit.

If you wish to amend or cancel your booking, you should give at least 10 working days' notice and in the event that any administration costs have been incurred the school will retain the whole or part of your deposit. On rare occasions it may be necessary for the school to cancel your booking at short notice, in this instance every effort will be given to notify you as soon as possible should such a situation occur.

Thank you for choosing Stanburn Primary School and if you require any further information or have any questions please do not hesitate to contact me.

Yours sincerely

Mrs Ese Anyia  
**Business Manager**

# Stanburn Primary School

Believe Achieve Succeed - Learning without limits



## THE HIRE OF EDUCATION PREMISES HIRER'S INFORMATION PACK

### **Date for review**

December 2022 (or earlier if considered necessary)

Signature/s

.....

Chair of Governors

.....

Head Teacher

## **Contents**

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**LONDON BOROUGH OF HARROW**  
**HIRING OF EDUCATION PREMISES**

**CONDITIONS OF USE**

The use of Education premises owned by the Local Authority is permitted under the following conditions, which may change from without notice. Any reference to the Department of Education Services includes the Governing Body and the Head teacher. The Lettings Administrator and Business Manager are acting as an agent of the Schools Governing Body.

**GENERAL CONDITIONS**

1. The Hirer who must be over 18 years of age must sign the Application Form. Both the Hirer and Guarantor, who must be both over the age of 18 years, must sign the Insurance Cover and pay the additional insurance premium of 7% of the agreed hiring charge. If the hirer has their own Public Liability insurance, it must be equal to or exceed the Harrow Local Authority's insurance. A copy of the hirer's Public Liability cover must be provided at the time of application.
2. Payment for hire must be made not later than 14 days prior to the date of proposed use, if this is not adhered to; the school reserves the right to cancel the booking. Remittances to be sent and cheques made payable to Stanburn Primary School.
3. The hirer is entitled to cancel the proposed letting and to the return of any appropriate fees paid to the School if written notice is received by Stanburn Primary School at least seven school days prior to the proposed date of letting. If written notice is received less than seven school days before the proposed date, the letting fee will not be refunded. If the School cancel any letting, the fee will be refunded.
4. The School reserves the right to:
  - a) Cancel the letting at any time without reason and, in such event, will not be liable for damages or otherwise in respect of such cancellation.
  - b) Cease the letting if the hirer fails to comply with the Evacuation Procedures and the Health and Safety regulations (26).
  - c) Cease the letting immediately if the hirer breaches the Conditions of Use or Rules and Expectations.
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. Smoking is not permitted in **any** part of the school building or associated grounds.
8. Any form of abuse to members of staff or other members of the community will not be tolerated and the school reserves the right to cancel the letting without further notice.
9. The hirer or their associated guest should report any breakages or damage to school property of any kind to the site staff.
10. The hirer is responsible for the area of the premises hired and access and egress routes for the period of hire.

11. 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 Site Team the premises are not left clean, the Site Team will clean the premises and the cost will be recovered from the hirer and/or the 'refundable deposit' will be retained by the school.
12. When classrooms are hired the hirer will be responsible for ensuring that Stanburn students' property, work and school equipment is not interfered with in anyway.
13. Any damage, litter or disorder upon your arrival to the premises should be reported to the Site Team on site and later to the Business Manager.
14. When you specify the time required on the application form, please include the preparation and clearing up time you require.
15. The premises may normally be used only between:-
 

8.00am to 4.00pm	Monday – Friday School Holidays – Day Rate
4.00pm to 6.00pm	Monday – Friday inclusive – Day Rate
6.00pm to 11.00pm	Monday – Friday inclusive – Evening Rate
9.00am to 11.00pm	Saturday - Weekend Rate
9.00am to 9.00pm	Sunday – Weekend Rate
16. The School's Code of Conduct for staff forbids employees from accepting cash or gifts in kind from individuals or organisations. Please ensure that no such offers are made to school staff as refusal may cause offence. Any small gifts of appreciation may be passed to the appropriate member of staff via the Headteacher or Business Manager.
17. **Intoxicating liquor**
  - a) Hirers may only provide for this to be served at a function with the express permission of the Headteacher or Business Manager.
  - b) Where the Hirer wishes to sell intoxicating liquor the application form must be accompanied by the necessary legal licences.
18. No adaptations, modifications or additions may be made to any part of the electrical installations without the previous consent in writing of Stanburn Primary School. 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 the electric installations must be restored at the expense of the hirer to their original condition before the premises are vacated and to the School's satisfaction.
19. No additional staging, curtaining or scenery may be erected without the previous consent in writing of Stanburn Primary 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 removed before the premises are vacated at the hirer's expense and to the School's satisfaction. All curtaining and/or scenery must be non-flammable. Stage scenery and other effects must not be brought on to the School premises nor taken away while the premises are in normal use. Storage facilities are not normally available. Any property not so removed by the hirer may be removed by the School at the hirer's risk. The cost of such removal and, where appropriate, the School's storage charges will be recoverable from the hirer.
20. Publicity or any form of advertising of forth coming events due to take place at the school may only be displayed on School premises with the agreement of the Headteacher or Business Manager.

21. All public announcements of any function or event and all admission tickets and other documents issued in connection therewith shall contain in a conspicuous position the name, address and contact details of the hirer and the purpose of the event.

**SITE TEAM DUTIES**  
**IN CONNECTION WITH LETTINGS**

22. The Site Team is the School's Officer supervising your letting.
23. The Site Team is responsible for:
- a) ensuring that the premises are open at the time agreed by the hirer and the School
  - b) unlocking the room(s) to be hired and checking that they are in a safe and satisfactory condition for the letting
  - c) monitoring the security of the site at all times while the letting is taking place, regularly patrolling the premises and monitoring the entrance(s) being used. All other entrances will be kept locked and made suitable for means of escape purposes only
  - d) checking the premises 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) ensuring that the accommodation is checked in between each letting
  - f) ensuring 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, telephoning for assistance (eg ambulance, etc) and assisting the organisation(s) on the school site
  - h) remaining on the school premises throughout the duration of the letting

**IMPORTANT NOTE**

24. The Site Team are not allowed to change the starting or finishing time of a letting or to change any of the Conditions of Hire without first advising/consulting the Headteacher or Business Manager.

## **HEALTH AND SAFETY**

25. There will be **NO SMOKING** on the School Premises.
26. 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 interfere with any existing occupation or with school activities.
27. The hirer must secure the preservation of law and order and take all reasonable steps to prevent injury, loss, or damage to any person or property at all times during the hire.
28. In the event of unforeseen alerts such as fire or bomb, the appropriate services must be contacted immediately e.g. police, fire or ambulance services.
29. The hirer must arrange for an adequate number of 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.
30. **The hirer should take a register of attendees and this information should be kept for each individual activity and evening attendance. This list must include the number of adults as well as the number of children on site and be made available to the site team and/or the emergency services upon request.**
31. **Regular hirers should ensure procedural housekeeping occurs termly, such as practice fire drills and the information on evacuation and assembly point should be made known to their particular group members. Full details and further information can be obtained from the Business Manager.**
32. Information should be kept by the hirer indicating the dates and times of practice fire drills and any outcomes requiring action, which should be passed onto the school for remedy where necessary.
33. The hirer is responsible for arranging any first aid provision for their organisation's members whilst on the premises and should have a fully stocked **1<sup>st</sup> Aid Kit**. This must be made available to the Site Team and/or school representative upon request.
34. 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 his/her deputy is present on the premises. Members of the organisation may remain on the premises only as long as the hirer or his/her deputy is present.

## **ADDITIONAL FACILITIES**

35. The use or movement of school pianos is allowed only on application to and at the direction of the School who must be satisfied that any movement will be carried out by specialist piano removers at the hirers expense.
36. Chairs and furniture may not be removed from classrooms or community areas without prior permission of the Headteacher or Business Manager. Chairs located in halls are included in the hiring charge.
37. The school premises are used for internal and external examinations. The Hirer will be expected to move and stack the examination desks and on completion of their function will return examination desks to their original position.

38. On occasions; due to examinations or school functions, it may be necessary for the school to cancel a booking at short notice or relocate hirers to a different area where possible.
39. ICT, 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 exceptional circumstances at the discretion of the Headteacher or Business Manager who will ensure that such use, if granted, does not impair the efficiency of these rooms or their normal purpose.
40. The School must be advised if food will be brought on to the premises and only the Acorn kitchen will be available for heating of food. Food is to be consumed in the Hall only. The kitchen sinks may be used but no other equipment belonging to the School such as pans, cutlery or plates may be used or moved. No portable electric equipment is allowed in the kitchen.
41. The use of school facilities, such as audio visual equipment, computer equipment, Interactive Whiteboards, Overhead Projectors etc is not allowed.
42. 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.
43. If you require the use of a playground or playing field you must book this facility and state your reasons for use, i.e. Netball or football practice, etc. A charge will be made for this use.
44. The use of school playground equipment is not allowed, without written permission from the Business Manager. Please ensure children **do not** use the playground equipment. The school will not be held responsible for any accidents if a children has any incident involving the use of the school playground equipment.
45. The use of a preparation or material for the purpose of preparing a floor for dancing is not allowed as they can make the floor dangerous for normal use.

## **PARKING**

46. All vehicles are parked at the owner's risk and Stanburn Primary School or Harrow LA does not accept liability for any loss, consequential loss, or damage.
47. Stanburn Primary School reserves the right to remove or clamp any vehicles which obstruct access for emergency vehicles or if not parked in a marked space.
48. Anybody parking in the environs of Stanburn Primary School should park in legitimate spaces only and respect the needs of local residents.
49. The marked disabled parking spaces are strictly reserved for vehicles with disabled badges.
50. There is a maximum speed limit of 10 km/h (c 5 mph) on the school site and in the car parks.



## **HARROW INSPECTION UNIT (UNDER 8'S TEAM)**

### **Guidelines about the Registration of Day Care**

51. The purpose of these guidelines is to provide advice and information to people who are considering opening a Day Care facility in the London Borough of Harrow. The Registration and Inspection Unit (Under 8's Team) is responsible for carrying out this duty. The legislation for the Registration of Day Care is set out in Children Act 1989.
52. If you have children under the age of 8 who attend classes run by your organisation and they are in your care in non-domestic premises for 2 hours or more per day you must by law be registered. To apply for registration you must contact the Registration and Inspection Unit at Harrow Local Authority 020 8863 5611.

## **INSURANCE COVER**

**Please ensure you indicate on your application form the accommodation that you wish to hire for insurance purposes.**

53. Public Liability Insurance must be arranged by hirers to protect them against claims for injury, loss or damage caused to third parties or their property which may be made against them. Where the hirer is an individual or a non-profit making organisation, hirer's Public Liability Insurance cover is available through Harrow Local Authority. Forms are enclosed for your use. Commercial organisations will be required to provide evidence of such cover at the time of application.

## **COPYRIGHT AND PUBLIC PERFORMANCES LICENCES**

54. The requirements in connection with the issue of Licences for public dancing, music or any public entertainment must be strictly fulfilled. Details of licence requirements and licence applications are available on the government's GOV.UK website. A hirer who is organising entertainment for children must have regard to the requirements of Section 12 of the Children and Young Persons Act 1933.
55. No musical works in the repertoire of the Performing Rights Society may be performed in public on the premises except on payment to the Society of the appropriate fee. It is the responsibility of the hirer to ascertain whether works to be performed are in the repertoire of the Performing Rights Society. Please contact them directly.
56. No lecture, play, opera, dramatic, musical or other work in which a copyright subsists shall be delivered or performed on the premises unless the consent of the owner of the copyright has been previously obtained by the hirer and all the necessary fees paid. No performance of any recording on disc or tape, etc in which any copyright subsists shall be given on the premises unless the previous consent of Phonographic Performance Limited, or other owner of the copyright has been obtained by the hirer and all necessary fees paid. The hirer must make his own enquiries as to the existence of any such copyright as aforesaid and contact them directly.
57. The hirer and guarantor shall indemnify and keep indemnified the School, from and against all costs and claims and demands, which may be made against the School for any breach or infringement of copyright.

## **ADMINISTRATION FEE**

58. In the event of an amendment, alteration or cancellation to the hire agreement, by the hirer for the day of hire an administration fee of £25 may be charged by the School.

## **DEPOSITS**

59. A deposit will be requested for all lettings.

60. The deposit will not be returned should a breach of any term or condition or cancellation of the letting by the hirer or organisation. The School reserves the right to retain the deposit for any damage, loss, cancellation, amendment or alteration.

## **DAMAGE**

61. The hirer agrees to pay to the School on demand the cost of repairing or making good any loss or damage arising out of or incidental to the hiring.

## **HIRE CHARGES**

62. The hire charges are set out in the accompanying schedule. Hire charges are updated annually and agreed by the governing body. A discount of 25% is available to Stanburn Primary school staff, only.

## **Rules and Expectations for Hiring Stanburn Primary School**

### **Kindly help us to look after our School**

#### **General**

1. Children or students attending the school site must be supervised at all times.
2. No ball games in the courtyard or anywhere near the (glass) building
3. No running in corridors
4. Walk on the left hand side
5. No food or drink to be consumed in classrooms
6. Eating or drinking is permitted in the **Hall** only
7. All litter to be placed in bins or recycle bins
8. Absolutely no chewing gum anywhere on the school site
9. Breaks – All children to be in the Dining hall during breaks, not in corridors.
10. Bike sheds are provided for staff and students use and these may be used by the community when school is not in session.

#### **Classrooms**

- Under no circumstances are Interactive Whiteboards to be touched or written on
- Tables & chairs should not be moved and should be left in the same positions
- No food or drink to be consumed in classrooms
- Windows with automatic opening should not be touched
- No children or students in rooms without a member of your staff

#### **Hall**

- All tables and chairs used are to be put away

- Floor to be swept.
- Clear up spillages waste

**Hiring organisations or visitors to the school who are unable to adhere to the rules or the schools expectations will be asked to leave the site and their bookings cancelled, without refunds.**

## **FIRE OR OTHER EMERGENCY PROCEDURE**

### **ANYONE DISCOVERING A FIRE OR OTHER EMERGENCY SHOULD:**

Please make yourself aware of the evacuation route and where you are in the building.

- If you discover a fire – Remain calm and immediately operate the nearest fire alarm call point .
- The fire alarm will sound through-out the building, a continuous ringing bell.
- Leave the building by the nearest exit route and report to Assembly Point B.
- Do not stop to pick up personal belongings.
- Do not attempt to fight the fire unless it blocks your exit route.
- Do ensure you remain calm and the people in your charge remain calm, quiet and well behaved.
- Ensure you and your visitors leave the building via the nearest exit and report to the assembly point.

### **WHEN THE FIRE ALARM SOUNDS**

If you are requested to **leave the building**, evacuate the building by the route shown on the escape plan displayed in every room.

### **ASSEMBLY POINT**

This is on the field at the back of the school at assembly point B, there is a green label on the back fence.

### **DUTIES OF THE RESPONSIBLE PERSON**

1. Direct the children in your care to vacate the building immediately in a quiet, orderly manner.
2. Children may take with them any small valuables if these are immediately to hand but no time must be lost gathering up other possessions and no bulky or heavy articles may be carried.
3. The responsible person must check that **classrooms and any adjoining walk-in cupboards** are vacant, then follow the last child out of the room and **close the door**.
4. Other responsible adults with no other fire or emergency responsibilities must accompany the children, helping to keep order on the way to the assembly point.
5. The route taken from the classroom or office should be by the route shown on the escape plan (or via the nearest route, staircase or fire escape that appears to be free of fire or other safety hazards).
6. Once outside the building the route taken should be well away from the walls of the building to avoid shattered glass, falling debris etc.

## **INFORMAL AND FORMAL COMPLAINTS PROCEDURE**

### **COMPLAINTS**

As with any establishment some difficulties, disagreements or dissatisfactions are inevitable from time to time. Some may be relatively trivial, although annoying, while others could be of much greater significance.

Whether it is concern over a booking, remark made, another organisation, school premises issue or any incident, it is important that your concern is treated with courtesy and as promptly as possible.

In all cases the aim should be to resolve any difficulties quickly and amicably, keeping the very best interests of the members central to any decisions and actions taken.

### **INFORMAL APPROACH**

- ❖ The “golden rule” for all parties involved is not to over-react but to seek further background information and to listen carefully to each other’s point of view.
- ❖ It is always best practice to settle a complaint informally and closest to the point of dispute, preferably with the Site Staff on duty.
- ❖ If this is not possible, you may wish to refer the matter to the Business Manager. This should involve communication (written or oral) within five school working days.
- ❖ If you are still unhappy with the outcome, you should raise this matter formally in writing to the Headteacher.

Most complaints are resolved informally but if you are still unhappy, you can make a formal complaint.

### **MAKING A FORMAL COMPLAINT**

- ❖ Such a complaint should be in writing and addressed in the first instance to the Headteacher. Once such a formal letter of complaint is received, the contents will be shared with the party(ies) concerned to enable an informed response to be made. An acknowledgement of your letter should be received within five working days.
- ❖ Depending upon the nature of the complaint, enquiries will be made in order to ascertain the facts of the case and to decide the appropriate action to be taken. You will be advised of the action taken in writing.
- ❖ This process will be carried out as quickly as possible but please be patient as in a large and busy school detailed enquiries may take some time. The aim will be to respond in writing within fifteen working days.
- ❖ You may, of course, wish to have an appointment with the Headteacher and any such meeting will be arranged within ten working days to the mutual convenience of all concerned.

## **HIRE OF STANBURN PRIMARY SCHOOL** **HALL WITH KITCHEN USE**

- ❖ The School's Fridge, Freezer, toasters and dishwasher are **not** allowed to be used by the Hirer.
- ❖ The Hirer **can** use the Microwave, Cooker, Hirers Cupboard and Hirers labelled Fridge Freezer.
- ❖ The Kitchen will be 'handed over' in a clean and tidy condition and light equipment will be counted and signed for. Basic equipment training and safety cut offs will be explained at demonstration.
- ❖ Hirers should hand the Kitchen back to the Site Staff when a check on cleanliness will be carried out.
- ❖ All rubbish must be removed from school site by the Hirer. If the school is charged for additional removal this will be invoiced to the hirer or part thereof of the deposit will be kept.
- ❖ Bookings should be made in advance giving a minimum of a month's notice (28 school working days) to Stanburn Primary School.
- ❖ After completion of your event if the Site Supervisor deems the premises have been left in a satisfactory state the £150 deposit will be refunded to you by cheque.

**If Hirer requires any clarification on the above items regarding the Kitchen, please contact The Business Manager.**

## Occupancy Information

The following information is provided for Hiring of Stanburn Primary School Facilities

Room	L x W (m <sup>2</sup> )	Area (m <sup>2</sup> )	Theatre style	Classroom style	Boardroom	Standing
Classroom (average size)	7.9 x 6.4	50.6	<b>30</b>	<b>30</b>	n/a	<b>30</b>
Conference Room (Palm Room)	5.3 x 5.1	27.0	<b>20</b>	n/a	16	<b>30</b>
KS1 (Lower Hall)	18.47 x 8.22	151.8	<b>150</b>	n/a	n/a	<b>300</b>
Field	n/a	n/a	n/a	n/a	n/a	n/a
Playground	n/a	n/a	n/a	n/a	n/a	n/a

The number of people in the above areas must not exceed the numbers specified there. The occupancy within the Hall is to be limited to the above number of occupants within each space, for hiring purposes and will be limited to this number by school management.

## STANBURN PRIMARY SCHOOL

### HIRE CHARGES

Hire Rates	DAY RATE	EVENING RATE	WEEKEND RATE
Hall	£30 per Hour	£45 per hour	£50 per hour
Classroom	£20 per Hour	£35 per hour	£40 per hour
Playground (Sports use only)	£20 per Hour	£35 per hour	£40 per hour
School Field (grass)	£20 per Hour	£35 per hour	£40 per hour
Conference Room	£25 per Hour	£40 per hour	£45 per hour

**Please Note – Arrival and Departure times must be strictly observed**

**The premises must be left in a clean, neat and tidy condition and all rubbish to be removed from site.**

**HIRERS PUBLIC LIABILITY INSURANCE OF 7% IS AN ADDITIONAL CHARGE AND MUST BE ADDED TO TOTAL HIRE CHARGE IF HIRER DOES NOT HAVE THEIR OWN INSURANCE**

# APPLICATION FOR THE USE OF EDUCATION PREMISES

## Stanburn Primary School

This application must be returned to Mrs Ese Anyia,  
Stanburn Primary School, Abercorn Road, Stanmore HA7 2PJ.  
Payment must be made 14 days before the proposed event.

<b>Name of Applicant</b>	
<b>Name of Organisation</b>	
<b>Address</b>	
<b>Telephone No. (Daytime)</b>	
<b>Mobile No.</b>	

<b>Date of Event</b> (Regular Hirers must complete Form RH1)	
Start and Finish Time you have stated will be the time you arrive/depart. You may not start or continue your function outside these times.	
<b>Start Time</b>	
<b>End Time</b>	
<b>Type of Function</b>	
<b>Estimated number of persons on the premises</b>	<b>Adults -----</b> <b>Children -----</b>

### Accommodation Required

(Please indicate numbers where appropriate)

Hall	
Classroom	
Conference Room	

Playground	
Field	



**Do you require Public Liability Insurance?****Yes.....****No.....**

**If NO:** Then a copy of your organisation's own Public Liability Insurance must be attached with this application. Please indicate date insurance expires.....  
Please refer to our 'Conditions of Use'.

**Will any charge be made for admission?****Yes.....****No.....**

**If YES :** You must apply to Harrow Local Authority (Licensing Department) for a **Temporary Event Notice** (you will need to apply at least 10 working days before your event). Live & Recorded music, Display of Dancing will require a Temporary Event Notice. **A copy of this notice must be provided to Stanburn Primary School before your event can take place.**

**For Regular Hirers - Will all persons be bona fide members of the organisation?****Yes.....****No.....****If NO :** Please refer to our 'Conditions of Use' within the hire pack.

**ALCOHOL cannot be consumed on school premises without permission of the Headteacher or Business Manager.**

**A** If you wish to bring alcohol into the premises for the sole use of your private function please indicate in the box by ✓ ☐

**B** Are you intending to sell alcohol, Please tick Yes ..... No..... **(If YES, you must apply to Harrow Local Authority (Licensing Department) for a Temporary Event Notice (you will need to apply at least 10 working days before your event) A copy of this notice must be provided to Stanburn Primary School before your event can take place.**

(If box 'A' is ticked, then please ensure 'B' has been ticked Yes or No. Please signed below, in both places, otherwise your application will not be accepted)

I will **not** allow underage drinking to children under 18 years during the hire, on the School premises.

In the event of any verbal or physical abuse to any member of the Stanburn Primary School Staff by any persons attending my function, I understand that the School reserves the right to cease the letting and take legal proceedings.

I hereby acknowledge that I have read and understand the 'Conditions of Use' which I have retained and are available to leaders within my party, which solely govern the provision of all services supplied by the Authority and I agree to be bound by such conditions.

**Stanburn Primary School reserves the right to cease the letting immediately if the hirer breaches the 'Conditions of Use'.**

**Signature:** .....

**SMOKING IS NOT ALLOWED ON SCHOOL PREMISES**

**I wish to book Stanburn Primary School premises as above and enclose a £150 refundable deposit. I understand that my deposit in full or part thereof will be retained by the school if the premises are not left in a satisfactory condition or not vacated at the correct allocated hire time. I further agree to remove any rubbish in regard to my function from the school.**

**I agree to return my completed application form together with Public Liability form (or copy of insurance cover) by the stipulated deadline to confirm my booking. I understand if the appropriate forms are not received I may lose my booking slot.**

**Please make cheque payable to 'Stanburn Primary School'**

**Name (please print clearly)** .....

**Signature:** ..... **Date:** .....

## **HIRERS PUBLIC LIABILITY INSURANCE COVER**

This policy indemnifies the Hirer in respect of their legal liability for accidental bodily injury, illness or disease to third parties or accidental loss of or damage to third party property arising out of the Hirers activities. For example, if the Hirer negligently damages the building that they have hired then this policy would provide cover in respect of the cost of repairs to the property. This may arise from a claim from the LA or a school.

In addition, if someone trips and sustains injury and it is proven that the Hirer has acted negligently, then this policy would provide cover in respect of a claim made for compensation.

Cover is by Harrow LA insurance providers with a limit of indemnity of £5 million per occurrence or series of occurrences arising out of the same event.

**The premium for this cover is 7% of the agreed hiring charge.**

## **PUBLIC LIABILITY INSURANCE COVER**

**To: Stanburn Primary School, (hereinafter referred to as "the School").**

I, (Applicant) ..... and I, (Guarantor) .....

Of..... Of.....

.....

.....

both being over the age of 18 years, hereby apply for permission for the Applicant to use the aforementioned accommodation and other facilities as set out overleaf, it being understood that if such permission be granted it will be subject to the Regulations and Conditions made by the Governing Body in relation to the use of School premises, copy of which we have received, and that such permission will be effective only so long as such regulations and conditions are duly observed and performed.

We, the APPLICANT and the GUARANTOR, jointly and severally hereby undertake and agree with the said Governing Body to perform and observe the said regulation and conditions should such permission be granted.

### **Insurance Details**

The School has effected a Policy of insurance in respect of the use of the above accommodation overleaf which subject to its terms and conditions applies (inter alia) to:-

1. The legal liability of ourselves in respect of claims by Third Parties (other than our employees) for injury or damage occurring during and in direct connection with the event for which we have permission to use the premises, with a limit of indemnity of £5,000,000 per occurrence.

Where public liability insurance has been requested from the School, the School agrees to effect a policy which, complies with the above requirements, provided that immediate notice in writing shall be given to the Insurance manager, Finance Department, PO Box 21, Civic Centre, Harrow, Middlesex HA1 2UJ of any of accident, damage or claim and that no admission, negotiations or repudiations shall be made to any third party.

We, the APPLICANT and the GUARANTOR, hereby jointly and severally agree to indemnify and keep indemnified the Governing Body and the Local Authority from and against all loss, damage, costs, claims, demands, expenses or charges which the Governing Body or Local Authority may sustain or incur relating thereto, insofar as the same are not covered by the said or any other policy or insurance effected by the Local Authority or the obligation to give notice if any accident, damage or proceedings as aforesaid is not fulfilled by us and to pay to the Governing Body and Local Authority on demand at its principal offices at Harrow all such sums as may be payable by reason of this indemnity.

Signature .....  
(Applicant)

Signature .....  
(Guarantor)

Occupation .....

Occupation .....

Address .....

Address .....

.....

.....

.....

.....

Tel No (Home) .....

Tel No (Home).....

Tel No (Work) .....

Tel No (Work) .....

Mobile No .....

Mobile No .....

Date .....

Date .....

**THE GUARANTOR MUST BE A RESPONSIBLE PERSON AND BE OVER  
THE AGE OF 18 YEARS**

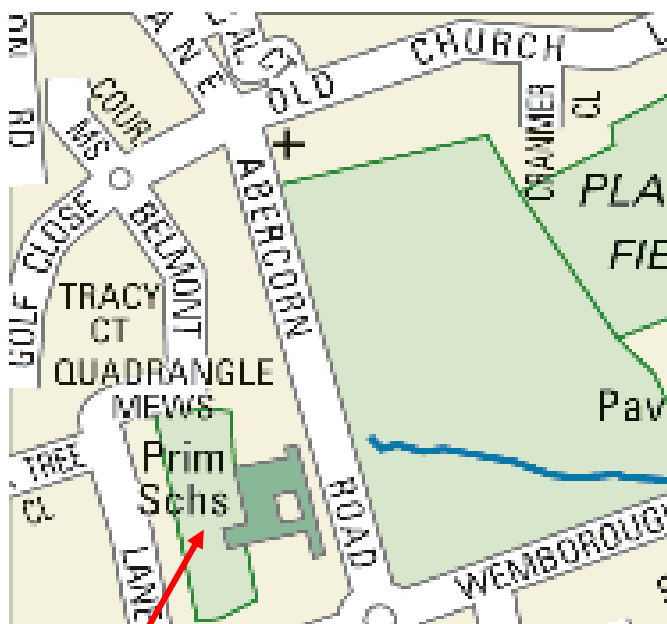
**Name of Contact during function if different from above:**

Name: .....

Tel No: .....

Mobile No: .....

## **Contact Details & Location of Stanburn Primary School**



**STANBURN PRIMARY SCHOOL  
ABERCORN ROAD  
STANBURN  
HA7 2PJ**

**Telephone:** 020 8954 1423  
**Fax:** 020 8954 9912  
**Email:** [office@stanburn.harrow.sch.uk](mailto:office@stanburn.harrow.sch.uk)  
**Website:** [www.stanburn.harrow.sch.uk](http://www.stanburn.harrow.sch.uk)

**Nearest Tube Station:** **Stanmore** (Jubilee Line) **1.3miles**  
**Canons Park** (Jubilee Line) **2.0miles**

**Buses:** **Numbers: 186 and 324**

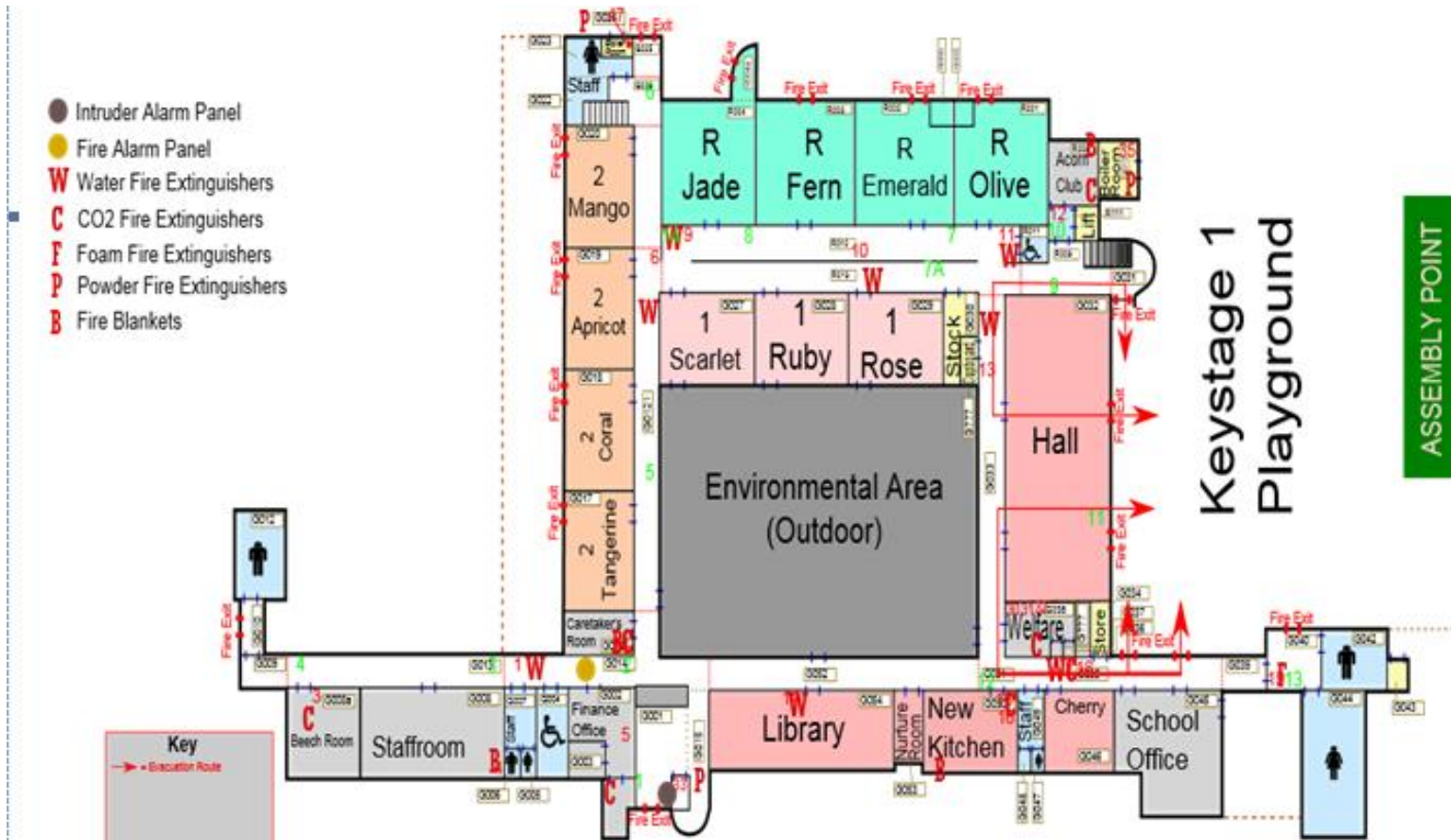
## STANBURN PRIMARY SCHOOL EVACUATION PLAN

### Please familiarise with your nearest fire exit (see below)

Exit 1 – Through the double doors in the hall into the play ground

Exit 2 – Exit into corridor, turn right and right again into the play ground

Exit 3 – Exit into corridor, turn left and left again and into the play ground



## FEEDBACK FORM

Your feedback is critical for Stanburn to ensure we are meeting your needs. We would appreciate if you could take a few minutes to share your opinions with us so we can serve you better.

Please return this form to the Site Staff at the end of your event or send it FAO Mrs Ese Anyia at [office@stanburn.harrow.sch.uk](mailto:office@stanburn.harrow.sch.uk).

### Thank you

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly Disagree
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I found the booking process straight forward

--	--	--	--	--

I found the Lettings pack useful and helpful.

--	--	--	--	--

The Site staff on day was professional and helpful.

--	--	--	--	--

The facilities met my needs?

--	--	--	--	--

The venue was appropriate for my event.

--	--	--	--	--

The price per hour provided value for money.

--	--	--	--	--

If you have answered disagree or strongly disagree for any of the questions above please provide further information

--

How could we improve on these areas?

--

Any further comments?

How did you hear about our venue?

Would you recommend this venue  
to a friend? If no why not?
