



Dear Hirer

HIRE OF UNITY COLLEGE FACILITIES

Thank you for your recent enquiry to hire facilities at Unity College. Please find enclosed the hire application pack. The Hire Agreement Form should be duly completed, signed and returned together with a 15% deposit of the total hire cost, payable to Unity College.

It is important that you indicate the exact dates and times you require, as the need for clarification may result in delays or loss of hire.

A final invoice will be sent either prior to the use of the facilities if it is a one-off booking or during the block booking period and must be settled within 21 days from the date of the invoice.

On completion of your event you are required to leave the premises in a satisfactory condition. In the unlikely event that the premises are left unclean, untidy, damaged and/or unsafe or you do not vacate the premises at the end of your hire time then you will be liable to additional charges to cover those costs.

If you wish to make an amendment or to cancel your booking, where possible, this must be done giving at least 7 college working days notice.

On rare occasions it may be necessary to cancel your booking at very short notice, in such circumstances every effort will be made to notify you as soon as possible.

Thank you for choosing Unity College.

Yours sincerely

For and on behalf of Unity College.

UNITY COLLEGE
TERMS AND CONDITIONS OF HIRE

1. The Hirer who must be over 18 years of age must sign the Application Form.
2. The completed Application Form must be sent with **15% deposit** of the total hire cost. A final invoice will be issued prior to the date of the proposed use if it is a one-off booking or during the block booking period and the invoice must be settled at the earlier of 21 days from the date of the invoice or 7 days prior to the end of the booking period. The remittance should be sent and **cheque made payable to UNITY COLLEGE**.
3. The hirer shall be entitled to cancel the proposed letting and to the return of any appropriate fees paid to the College if written notice is received by Unity College at least seven College days prior to the proposed date of letting. If written notice is received less than seven College days before the proposed date by the College, the letting fee shall not be refunded. If the College cancel any letting, the relevant fee shall be refunded.
4. The College reserves the right to:
 - a) Cancel the letting any time without reason and, in such event, shall not be liable for damages or otherwise in respect of such cancellation.
 - b) Cease the letting if the hirer fails to comply with the fire and health and safety regulations.
 - c) Cease the letting immediately if the hirer breaches the Terms and Conditions of Hire.
5. The hirer shall not assign or sublet the premises or any part of the premises.
6. Authorised Officers of the College or Council may enter the premises at any time for any reason during the period of letting.
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 Site Supervisor the premises are not left clean, the Site Supervisor will clean the premises and the cost will be recovered from the hirer.
9. When classrooms are hired for use the hirer will be responsible for ensuring that pupil's property, work and College equipment is not interfered with in anyway.
10. Any damage, litter or disorder upon your arrival to the premises should be reported to the Site Supervisor and followed up in writing to the Director of Finance and Resources.
11. When you specify the time required on the application form, you must include the preparation and clearing up time.
12. The hours of use are negotiable and subject to availability.

Please note the minimum time that the premises can be hired is 4 hours.

13. The Council's Code of Conduct for staff forbids employees from accepting cash from individuals or organisations. Please ensure that no such offers are made to staff as refusal to accept may cause offence.

14. No intoxicating liquor shall be included in the refreshments provided for any function held at the College, without prior written permission of the Governing Body and the application form signed duly requesting this permission.

15. The Hirer shall not sell intoxicating liquor on the premises without the written consent of the Governing Body. The hirer shall previously obtain any necessary licences and approvals, which shall be produced, to the College who shall consider its appropriateness.

16. No adaptations, modifications or additions may be made to any part of the electrical installations without the previous consent in writing from Unity College. Any alterations and additions as may be authorised shall be carried out in accordance with the directions and to the satisfaction of the College and shall be reinstated forthwith at the expense of the hirer to the College's satisfaction.

17. No additional staging, curtaining or scenery may be erected without the previous consent in writing of Unity College 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 College and shall be reinstated forthwith at the expense of the hirer to the College's satisfaction. All curtaining or scenery shall be rendered non-flammable. Stage scenery and other effects must neither be brought on to the College 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 College at the hirer's risk. The cost of such removal, together with the College's storage charges will be recoverable from the hirer.

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

19. Additional Terms and Conditions shall apply for the hire of the auditorium for theatrical and/or entertainment purposes that requires the use of technical equipment therein, and shall be provided on application. Stage and sound lighting can only be operated by College appointed personnel.

SITE SUPERVISOR AND RELIEF SITE SUPERVISOR DUTIES IN CONNECTION WITH LETTINGS

20. The Site Supervisor or relief Site Supervisor is the College's Officer supervising your letting.

21. The Site Supervisor or relief Site Supervisor 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 College;

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 (eg ambulance, etc) and assist the organisation(s) on the College site;

h) to remain on the College premises throughout the duration of the let

IMPORTANT NOTE

22. The Site Supervisor is not authorised to change the starting or finishing time of a letting or to change any of the Conditions of Hire.

HEALTH AND SAFETY

23. There will be **NO SMOKING** on the College Premises. Hirers are required to carry out their own risk assessment of the areas hired.

24. Permission to use the premises will not be granted if in the opinion of the College 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 College activities.

25. 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.

26. 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.

27. The hirer is responsible for arranging any first aid provision for their organisation's members whilst on the premises.

28. 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 Unity College) 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.

ADDITIONAL FACILITIES

29. The use or movement of College specialist equipment is granted only on application to and at the direction of the College who shall be satisfied that any movement will be carried out by specialist removers as appropriate and the hirer shall be responsible for the associated cost.

30. Chairs and furniture may not be removed from classrooms or offices without written permission from the College. Chairs located in rooms are included in the hiring charge. Chairs must not be removed from the College Premises for use on playing fields or playgrounds unless prior approval has been obtained from the College.

31. If the College premises are hired during internal and external examinations sessions, 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.

32. Design Technology, Science Laboratories, Workshops, Staffrooms and other specialist rooms, excluding Gymnasiums are not normally available for use by the general public and any such use will only be granted as part of a separate hire arrangement, under the same condition as herein, at the discretion of the College who will ensure that such use, when granted, does not impair the efficiency of these rooms or their normal purpose.

33. The College must be advised if food will be brought on to the premises. The Food Technology room and the Canteen/Dining room are available for use after payment of an additional fee.

34. The use of the College Gymnasium and equipment will be granted only at the discretion of the College and subject to a qualified instructor being present to ensure the safety of users and that the efficiency of the Gymnasium is not impaired for the College use.

35. The use of College facilities, such as audio visual equipment, computer equipment etc may be hired at additional cost.

36. Hirers may use the College car park, but will do so at their own risk. The College will not accept any liability for damages or loss as a result of the use of the College car park.

37. 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.

38. The use of College playground equipment is not allowed, without written permission from the College.

39. 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.

APPLICATIONS BY EXTERNAL ORGANISATIONS PROVIDING ACTIVITIES FOR CHILDREN AND YOUNG PEOPLE

To ensure that all organisations who use the premises comply with the guidelines recommended by the Local Safeguarding Children Board and Department of Education (DoE), detailed below are some requirements we expect all organisations to be able to answer and

providence evidence of, where requested:

40. The point of contact for access to the file of professional and character references of all staff that have contact with children.

41. A Child Protection Policy which includes specific arrangements for dealing with the event of a child being uncollected after the activity finishes.

42. Copies of CRB checks on all staff before they are left unsupervised with children.

43. A record of appropriate qualifications and registrations held by staff.

44. Registration details with an appropriate registered body as applicable.

INSURANCE COVER

45. The College has arranged adequate insurance for its property and Public Liability Insurance against injury, loss or damage caused to third parties or their property.

46. Public Liability Insurance must also be arranged by hirers with a minimum value of £2m to protect them against claims of this nature, which may be made against them by the Council, College or other third parties. A copy of such cover must be attached with the Hire Agreement Form.

COPYRIGHT AND PUBLIC PERFORMANCES LICENCES

47. The requirements in connection with the issue of Licences for public dancing, music or any public entertainment must be strictly fulfilled. 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.

48. 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. 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 has been obtained from the owner of the copyright 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.

49. The hirer shall indemnify and keep indemnified the College, from and against all costs and claims and demands, which may be made against the College for any breach or infringement of copyright.

50. The use of film projector with non-flammable films may be permitted subject to the approval of the type of projector and to any conditions prescribed by the College and other appropriate authorities as precautions against fire and panic.

ADMINISTRATION FEE

51. 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 £15 may be charged by the College

DAMAGE

52. The hirer agrees to pay to the College on demand the cost of repairing or making good any loss or damage (fair wear and tear to the College's furniture, fixtures and fittings) arising out of or incidental to the hiring.

INTERNAL AND EXTERNAL SPORTS FACILITY

53. Stadium 25 Regulations for use shall apply, whereby participants are not allowed to wear studded foot wear on the Astro Turf or in the Multi Use Games Area.

54. Hirers MUST ensure that only white soled trainers are used when using the indoor sporting facilities.

UNITY COLLEGE

LETTINGS POLICY

1. The Governing Body actively encourages community use of the College buildings. However, it reserves the right to refuse any lettings it may choose.
2. The hirer must be willing to meet with College officials and provide details of their aims and objectives.
3. The Governing Body will ensure that the College budget does not subsidise non-college activities and that all costs are recovered. Charges will be reviewed annually by the Governing Body.
4. Each hirer using the college will be required to nominate a contact person. Such a person is deemed to be in charge and able to investigate any difficulties which may arise.
5. The Governing Body will determine if a nominated person from college is required on site when the premises are being used. If not, a responsible person must be on call.
6. A Letting Application / Indemnity Form must be completed by all applicants. A signed copy of the application form, if approved by the College, will be returned to the hirer. For long term lettings application forms will be reviewed on an annual basis.
7. Any hirer that uses the College must be adequately insured (with a minimum of £2m public liability insurance) and insurance documents must be attached to the application.
8. All hirers must comply with health and safety legislation.
9. The hirer is responsible for ensuring that CRB checks have been undertaken where appropriate.
10. Arrangements for the payment of each letting/hire will be made in advance with the hirer concerned as outlined in the terms and conditions of hire.
11. Smoking is not allowed on the premises in line with college policy.
12. Alcoholic Drinks –
 - a. Alcohol cannot be consumed on College premises without prior written consent.
 - b. No alcohol cannot be stored or retained on the premises.