



Chestnut Grove Academy

**CONDITIONS & REGULATIONS
FOR THE
LETTING OF FACILITIES
2019/20**

The receipt of these conditions or signing of a booking form or the actual use of a booking; constitutes acceptance of the school's terms and conditions.

1.0 GENERAL

1.1 Bookings can only be agreed by either:

- The Bookings Team
- The Premises Manager
- The Business Manager

1.2 They will ascertain the suitability of the booking and refer to the school governors if there might be a cause of concern to the school's reputation, as a result of the letting.

1.3 The school reserves the right to cancel any booking without notice in exceptional circumstances, where the primary educational needs of the school require it.

1.4 No booking will be accepted for the following activities and bookings are accepted on the basis that the letting will not be used for:

- Political purposes or the teaching of any party politics.
- Showing of films for public exhibition.
- Any activity that could bring the school into disrepute.

1.5 No booking is confirmed until a signed booking form is returned to the school and pre-payment has been made. Bookings of 3 months or more will be asked to set up a standing order. Lettings are generally available:

17:00 to 21:30 weekdays in term time

09:00 to 18:00 weekends and school holidays

(Extensions to 22:00 may be possible with prior agreement)

1.6 The nominated representative (The "Hirer") will be responsible for the good conduct of the groups she/he represents and must be above the age of 18.

1.7 The school accepts no responsibility for the safekeeping of personal valuables and belongings or for cars parked on the school site.

1.8 The receipt of these conditions or signing of a booking form or the actual use of a booking; constitutes acceptance of the school's terms and conditions.

1.9 Failure to comply with these conditions or any reasonable request from an officer of the school will render the hirer ineligible for further lettings.

2.0 ORGANISATIONAL

- 2.1 The site is closed at 10pm sharp or 15 minutes after the last booking. The hirer is responsible for ensuring that all their members are aware of this. The school will not be responsible for hirers "locked" into the site. In emergency e.g. broken down car, the individual should proceed to the car park gate in Boundaries Road immediately; to await the premises officer who will be coming to lock up.
- 2.2 Hirer's must leave the premises at the stated end time on their booking sheet. Hirer's who stay beyond their booked time will be charged by the additional hour to cover the costs of overtime incurred as a result.
- 2.3 The hirer must leave the premises and/or sports pitch clean and tidy, removing all rubbish.
- 2.6 If the hirer is providing some form of entertainment, and a charge is to be made, then the hirer should obtain a licence and present to the school 7 working days prior to the letting.
- 2.8 Any Hirer of external facilities will instruct members to keep noise to a minimum, particular after 20:00 and to respect our neighbours. Complaints from neighbours about foul or abusive language or excessive noise, may lead to cancellation of your booking.

3.0 PROHIBITED ACTIVITIES

- 3.1 No pets are allowed anywhere on site, as this could prove a health hazard to the children.
- 3.1 No gambling is allowed anywhere on site.
- 3.2 No alcohol is normally permitted on site.
- 3.3 Smoking is not permitted anywhere on the school site.
- 3.4 The school reserve the right to limit the number of people admitted to the premises, in line with fire or health and safety guidelines. Drama Hall (Seated)
- 3.5 Hire includes the provision of normal lighting, heating and cleaning equivalent to that provided for the school as part of its primary function as a school.
- 3.6 Hire also covers the arrangement of any tables and seats which may already be present in the room or location.

4.0 INSTRUCTORS AND INSURANCE

- 4.1 Persons hiring the school's facilities for the purpose of providing a sporting class (e.g. Yoga, Martial Arts) will need to have a qualified instructor who can produce evidence of qualified status and insurance to the school's satisfaction.

- 4.2 The hirer is responsible for providing their own public liability insurance and personal injury insurance, if relevant.
- 4.3 The school will not be responsible for damage caused to surrounding houses, cars, people etc. caused by balls etc. leaving the sports pitch into public areas. This will be the responsibility of the hirer.

5.0 PAYMENT

- 5.1 Payment must be in advance for all bookings.
- 5.2 The hirer will be sent an invoice which will be offset against the payments made; no additional receipt will be issued.
- 5.3 Payment should be by standing order, via our internet payment option (ParentPay) on the school website or by cheque, payable to Chestnut Grove Academy, 45 Chestnut Grove, Balham SW12 8JZ. Cash payments will not be taken at the school.
- 5.4 Payment must be received a minimum of 5 days in advance of the booking or the facilities will be locked.
- 5.5 Payments for block bookings must be kept up to date or the booking will be frozen and access to the school will be denied until this is rectified.
- 5.6 If you are consistently cancelling or failing to pay for your hire, we reserve the right to cancel any future bookings with us.
- 5.7 The school operates a cancellation policy of 24 hours notice, otherwise the full fee will be charged; unless agreed in writing or e-mail. It is the responsibility of the hirer to e-mail the school if any cancellations are made.

6.0 CONTACTS

- 6.1 For hiring school facilities such as the 3G pitch, halls, classrooms, external areas etc, please contact: bookings@chestnutgrove.wandsworth.sch.uk
- 6.3 For invoicing or payment queries, please contact: bookings@chestnutgrove.wandsworth.sch.uk

CHARGES FROM 01/09/18

Area	Hire Cost
7 a-side 3G football pitch (Floodlit) New courts No's 1,2 & 3 (Floodlit)	£70 per hour £35 per hour per court
Halls Classrooms/Canteen	£35 per hour £20 per hour
Filming permits / communal areas etc	Individual negotiation.

NB:

Bookings between 17:00 and 19:00, youth clubs < 19 years of age or clubs that we agree can deliver a key Football Foundation objective may be eligible for a 50% discount.