

# Richard Challoner School

## Hall Hire Regulations

020 8330 5947  
www.richardchalloner.com



### Terms and Conditions for Letting Agreement

1. The Hirer shall be responsible for the payment of the Hire Charge in respect of the hiring of the premises and for the observance of the Terms and Conditions set out in this Letting Agreement.
2. All applications for hire must be provisionally agreed with Richard Challoner School (RCS)'s Lettings Team and will not be confirmed until payment of the refundable Deposit has been made and these Terms and Conditions have been accepted by email.
3. Invoices for one-off events will be emailed by RCS's Finance team four weeks prior to the event. **Failure to pay this at the latest within two weeks of the event will result in no access to any RCS facilities.**
4. Invoices for bookings of regular events will be issued half termly in advance and must be settled by the end of the month in which the hire relates.
5. Payments can be made directly to our bank, details below, quoting the booking reference number.  
**Name: Richard Challoner School    Bank: Lloyds TSB Bank plc    Account No: 46584468    Sort Code: 30-94-77**
6. The Hirer is required to pay a Deposit at the time of booking, which is used to formally secure the booking date, as well as to make good any damage that may be incurred during the event. The Deposit will be returned within ten school days after the event, subject to these Terms and Conditions being adhered to.
7. Where the Hirer is hiring the premises less than three weeks before an event, he/she will be asked to pay the Deposit and the Hire Charge at the time of booking. RCS will accept payments made by bank transfer, debit/credit card or cash, but not cheque for bookings less than fourteen days before an event.
8. Utmost care will be taken to ensure that any bookings do not coincide with school events, however, in the unlikely circumstance that an unforeseen event needs to take place within a facility contracted by the Hirer, RCS will give as much notice as possible to the Hirer and where appropriate will provide alternative facilities within RCS. RCS will not accept liability for any loss arising from any such postponement or cancellation.
9. Hirers will be permitted to cancel or postpone a booking on condition that, if one month's notice is given before the event, the whole Deposit will be repaid, if three weeks' notice is given, half the Deposit will be repaid, if two weeks' notice is given, 25% of the Deposit will be repaid and if no notice is given, the Deposit will not be repaid to the Hirer.
10. No letting shall continue beyond 11pm unless permission is obtained from the Governors or their representative. The premises must be vacated completely by 11.30pm or additional charges may apply. Floodlighting of the MUGA is only available up to 10pm each day.
11. Alcohol is permitted at events but may not be sold on School premises without the prior written consent of the School and subject to any necessary licence having been obtained by the Hirer.
12. Smoking is not allowed anywhere on the School's premises including outside spaces.
13. The School Lettings Officers will be on duty throughout the duration of the hire. The Hirer must meet with the Lettings Officers at the end of the event to ensure that the Terms and Conditions of this Letting Agreement have been complied with. Failure to do so may lead to a delay in return of the Deposit.

***"Doing ordinary things extraordinarily well" – The Venerable Richard Challoner***

14. Neither the School nor its representatives shall be liable for any injury or damage to or loss of property whatsoever which may occur or be sustained by the Hirer, his/her assistants, or others entering the School in relation to the Hire, except such injury or damage as may occur by reason of the neglect of the School or its representatives. The Hirer will indemnify the School and its representatives from and against all claims and liability in respect of such injury or damage and all actions, proceedings, costs, damages and expenses.
15. The School shall **not** be held responsible for:
  - a. Any indirect damage arising from any breach of this agreement.
  - b. Any loss or damage to any article brought into the School premises.
  - c. Any loss due to equipment breakdown, flooding, terrorism, fire, or any event which is beyond the School's control which may cause the premises to be temporarily closed, or the hiring to be interrupted or cancelled.
  - d. Loss, damage or theft of vehicles parked on its premises.
  - e. Damage caused by any act or neglect of the Hirer or any of his guests.
16. In the event of any damage, the School will need to make it good and the Hirer, by the acceptance of these Terms and Conditions, will be deemed to have undertaken to pay the cost of such reparation.
17. The Hirer must ensure that any noise or music played does not interfere with the neighbouring houses. Any request by the School to turn down the volume must be adhered to. Guests to leave quietly at night time.
18. No nails, screws, tacks etc shall be driven into or adhesives fixed to any part of the School. Decorations must only be fixed into place with easily removable materials.
19. Any setting up and clearing out must be carried out within the agreed Hire Period.
20. School furniture shall not be moved except by prior arrangement with school staff.
21. If any stage lighting, spotlights or sound equipment are required, it is to be requested prior to booking. An extra charge may be made for this service and any operation of such equipment shall be carried out by a competent person approved by the School.
22. It is the duty of the Hirer to be aware of the evacuation procedures of the School in the event of an emergency. Those procedures will be enclosed with these Terms and Conditions of Hire.
23. Any organisation submitting a lettings request for an activity involving children, must submit a signed copy of their current child protection policy. The Hirer must have obtained all relevant DBS checks for individuals connected with the activity before the start of the hire period.
24. No animals, with the exception of Assistance Dogs, are permitted on the premises without prior written RCS approval.
25. The Hirer shall not sub-let any part of the premises and shall not use the premises for any other purpose than that for which it has been hired.
26. Hire of the premises relates to the area of the building that has been booked for hire. Other areas of the School are not to be used.
27. Hirers/Clubs failing to comply with these Regulations will be liable to forfeit the use of the facilities in the future.
28. The Hirer to ensure that Caterers take away ALL food waste, oil/fat substances, empty containers etc.

29. The Hirer must not use the facilities for any unlawful or immoral purpose.
30. In the exceptional circumstances that the Government or Local Authority imposes any restrictions on events taking place, for any reason, the school will be obligated to cancel any planned events, but will fully refund to the Hirer any amounts paid.

Updated: 07/06/2024