



SHERBORNE

CONDITIONS OF HIRE FOR EVENTS AND FUNCTIONS AT SHERBORNE SCHOOL

The buildings and facilities are owned by Sherborne School and hired by Sherborne School (Trading) Limited.

BOOKINGS

- **Booking times:** The facility booked will be available for occupation between the times stated on the booking application. Please ensure that enough time is allowed to set up and clear away before and after the use of the facility, as occupancy of the buildings or grounds for longer than the booked times may be charged.
- **Use of facilities:** Visitors are not permitted to enter the area or rooms, or to use any facilities or equipment, other than those connected with the use of the facilities allotted to them by prior written agreement. The facilities booked may only be used at the times and for the purposes agreed by the School. Unless the School gives prior written consent the organiser may not invite onto School premises persons other than members of the organiser's party.
- **Control and Safety:** Visitors use the facilities and equipment at their own risk. The control and instruction of visitors is the responsibility of the organiser. In particular the organiser must ensure that the number of persons using the facilities at any time is not in excess of the number that may safely use them. It is the duty of the organiser and their party to take reasonable care for the health and safety of themselves and others. Please report any damage to or defects in any equipment or buildings to a member of the School staff as soon as possible.

TERMS

- **Right to refuse hire:** The School reserves the right to decline any application for hire.
- **Damage or Loss:** The hirer is liable for any damage or loss to School property that occurs during the hire of the premises.
- **Terms of Payment:** A non-refundable deposit of 25% may be required to secure certain facilities. Invoices will be sent for the balance and are due for payment within 30 days of the invoice date.
- **Cancellation of Bookings:** Once a booking has been accepted, the School reserves the right to charge for the booking unless reasonable notice of cancellation has been given.
- **Loss of Articles:** The School accepts no responsibility for the security of any clothing, money, valuables or other property belonging to visitors, nor accepts liability for their loss or damage.
- **Indemnity:** The organiser indemnifies the School at all times against any and all loss, damage, costs and expenses suffered or incurred by the School and against all actions, claims, demands, or proceedings made or brought against the School resulting from any act or default of the organiser. This also applies to any member of the organiser's party or any other party invited by the organiser onto the School's premises (whether invited with or without the School's permission). The responsibility of the School for such damage, loss or injury is expressly excluded.

NUMBERS

- **Final Numbers:** The School must be notified in writing or email no later than ten (10) working days before the function. No allowance can be made if the numbers decrease in this period. We will, where possible, accommodate an increase in numbers and charge accordingly.

CONDITIONS AND RESTRICTIONS

- **Music:** Loud music is not permitted in some areas of the School. All musicians/bands are to be approved by the School.
- **Animals:** No animals may be brought onto the School premises.
- **Smoking:** Smoking is not permitted in the School buildings and grounds unless prior permission is given.
- **Sale of Goods:** Except with the School's prior written consent. The organiser may not exhibit any advertising or allow the sale of goods on School premises.
- **Parking:** Parking on School property is only permitted by prior arrangement.
- **Notices:** Visitors must comply with any notice displayed in any of the School's buildings or grounds.
- **Alcohol:** No alcohol may be brought onto School property without prior arrangement. Sherborne School provide all bar requirements.

HEALTH & SAFETY

- **Accidents:** Any accident that occurs on School property must be reported at the time of the event, or as soon after as is practicable, to a member of School staff, when an Accident Report Form must be completed.
- **Fire:** On arrival at the facility, the hirer should read the displayed fire notice. On hearing the alarm, the facility must be evacuated immediately. The hirer must close the door to the facility when leaving and walk to the designated assembly point via the signed escape route. The hirer should undertake a headcount to ensure that all visitors are accounted for. The hirer must not re-enter the facility until suitably advised by the fire authority or a School representative.
- **Disabled access:** It is the hirer's responsibility to discuss this with a School representative prior to the event.
- **Risk Assessment:** Events held within Sherborne School are covered by a generic risk assessment. Individuals may carry out risk assessment if they feel it necessary.



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HIRE AGREEMENT

Between

Sherborne School (Trading) Limited

And

Name:

Address:

Telephone: Email:

For Hire of:

On:

Time:

Purpose of Hire :

In accordance with the above booking, I confirm that I have received and understood the School's Conditions of Hire and I agree to observe the terms and conditions and restrictions of any procedures and practices at all times.

Signed by the Hirer

Dated:

**This form must be signed and returned to the
Events Manager
Sherborne School
Abbey Road
Sherborne
Dorset DT9 3LF**

together with the required deposit, before the above booking can be confirmed.

Deposit Paid: Invoice No: Date: