



Grange Park Primary School External School Enquiry Form. HALL HIRE

Please complete this form and return to info.grangepark@taw.org.uk.

Please note that this is an enquiry form and NOT a Booking Form.

Name Of Company/Hirer	
Contact Number	
Brief Description of club/event and Charity number if applicable.	
Expected no. attending	
Equipment required (Tables/chairs ect)	
Expected duration of letting (one off/weekly/on going ect)	
Start date of letting	
Start time (The time you will need access from)	
End time (Time you will be leaving the site)	

Rates per session:

£24 per hour

(2 HOURS MINIMUM)

Requests/Notes:



Grange Park Primary School CONDITIONS OF HIRE

AREAS OF LETTING

Only the areas that have been pre-agreed in writing are to be used. The area that you are hiring MUST be left in the same state as you arrived to it. This means any chairs, tables and other item that you move while on site, must be moved back before you leave. You must ensure that at no time an exit or corridor in/on the premise is locked or obstructed. Any abuse of privileged on the part of the hirer will lead to an immediate cancellation and retention of monies paid.

DAMAGES/LOSS OF PROPERTY

The hirer agrees to compensate the School against any damage caused during the period of hire, or as a result of any theft to the fixture and fittings of the School, appliances or property belonging to the School. The School will not be responsible or liable for any damage to or loss of property or objects left on the premises by the hirer or any person in ascendance, The hirer herby indemnifies the School in that respect.

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FLOORING

Please make sure that no hard soled or high heeled shoes are worn in the school hall. These both cause the floor to be marked/dented. Please remove (or ask the people arriving for your event) to remove these types of shoes before entering. If marks are noticed, we may invoice you for additional cleaning costs.

CHILDREN ATTENDING CLUBS/SPORTING ACTIVITY

It is the responsibility of the hirers of the building to ensure the protection, safety and well being of the children in their care. We do need to see that you have the appropriate DBS checks in place when working with children. We will provide a copy of our Child protect and safeguarding policy for you to read and sign before your hiring date. commence.

RIGHT OF ENTRY

The school reserves the right of free and unimpeded entry to themselves, at all times to all parts of the premises. Emergency Service officers (Police, Fire, Ambulance) when in uniform shall have free access to the premises at all times during which any function is taking place.

SUB-LETTING

Sub-letting is strictly forbidden.

ALCOHOL

Alcohol is not permitted on site.

SMOKING/VAPING

Smoking/Vaping is not allowed anywhere in the building.

NOISE

No live or amplified music can be played on the premises that is audible at any boundary of the site.



Grange Park Primary School CONDITIONS OF HIRE

BUSINESS WATCH

Business watch will be the company who will deal with opening/closing the site. If they have not arrived on time to open, please call them directly. If there are any issues with this, then please call one of the contacts in the 'Hirers Handbook'. You will be given a fob which you will need to gain access to the site, this must be returned to Business watch on departure.

TIMINGS OF BOOKING

The hirer shall ensure that the building is vacated by all persons attending a function by the time that the booking finishes, and that all articles and equipment brought to the premises in connection with the function are removed by that time. 'Business Watch,' will open and close at the time you requested on the forms you completed, any charges we incur due to late arrival/departure we will pass onto the hirer.

INSURANCE

It is the responsibility of the hirers to ensure that they are adequately covered. Original certificates must be seen prior to a letting taking place.

STORAGE OF EQUIPMENT

Due to lack of storage, we can not store ANY equipment for hirers.

PAYMENT

All bookings will be entered on to our ParentPay system and you will be issued a login to access the system and make payment. Bookings are added at the end of each half term for the following term. If you are hiring as a one off, please make sure payment is received 7 days before your hire.

FIRE & SECURITY

The hirer will need to familiarise themselves with the layout of the building, fire exits, fire-fighting equipment and the operation of the of the Fire alarm. Hirers must contact the emergency services and the Head Teacher should an incident occur. Fire evacuation procedures will printed in the Hirers Handbook. There will be no public phones available to use in School.

CANCELLATIONS/CHANGE TO HIRE

Hires must inform School of cancellation or changes to times/dates a minimum of 2 weeks in advance. If you inform us of changes or a cancellation with less than 2 week notice, 50% of the hire cost will be charged.

Print Name	
Signed	
Company Name	<input type="checkbox"/>
Date	

Please highlight your planned dates of hire . You can of course change days/add additional or cancel sessions throughout the year. Thank you

September 2022

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2022

M	T	W	T	F	S	S
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10	11	12	13	14	15	16
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24	25	26	27	28	29	30
31						

November 2022

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28	29	30				

December 2022

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January 2023

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February 2023

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27	28					

March 2023

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April 2023

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May 2023

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June 2023

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July 2023

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24	25	26	27	28	29	30
31						

August 2023

M	T	W	T	F	S	S
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21	22	23	24	25	26	27
28	29	30	31			