



THE **BOURNE** ACADEMY

THE BOURNE ACADEMY LETTINGS

CONDITIONS OF HIRE

&

BOOKING FORM

THE BOURNE ACADEMY
HADOW ROAD
BOURNEMOUTH
DORSET
BH10 5HS
TEL 01202 528554

THE BOURNE ACADEMY CONDITIONS OF HIRE



1. General

- 1.1 Premises may only be used for the purpose for which they have been hired.
The Bourne Academy Governors have agreed to allow the Academy's facilities to be hired by
The community and general public at the following times: -

School Terms:	Weekdays	5.00pm – 10.00pm
	Saturday's	9.00am – 10.00pm
	Sunday's	9.00am – 10.00pm (NOT MUGA)

School holidays: Bookings must be made through the Academy at least one week in advance and will be charged at a peak rate.

- 1.2 Failure to comply with the conditions of hire may incur additional charges. There shall be no variations of these conditions without the prior approval of the Academy.
- 1.3 The Principal on behalf of the Governors reserves the right of entry to the hired premises for any authorised officer of the Academy who is carrying out official duties.
- 1.4 In the event of breach of any of these regulations, the Business Director reserves the right to cancel the letting without notice.

2. Fees

- 2.1 Fees for hiring Academy premises shall be in accordance with the scale of charges. Further charges may be levied if additional personnel or running costs are incurred by the hiring of the premises and a charge may be applied for large room set ups. These fees are subject to revision from time to time without notice.
- 2.2 The Academy has the authority to waive or reduce the fee in appropriate circumstances.
- 2.3 A 25% deposit is payable when an event is confirmed by the Academy, the remaining balance must be paid no later than 2 weeks before the event takes place.
- 2.4 All outstanding payments must be cleared at the end of each term for further details please contact Mrs Catherine Turner at The Bourne Academy on Catherine.turner@thebourneacademy.com or 01202 528554.

3. Cancellation

- 3.1 A notice of cancellation needs to be given to the Lettings Administrator on Vicky.spence@thebourneacademy.com at least 48 hours prior to the event taking place; otherwise you will be charged the full amount quoted.
- 3.2 The Academy reserves the right to amend a booking where there is a conflict with a statutory Academic date, which we are required to abide by.
- 3.3 On rare occasions, where a room unexpectedly closes due to circumstances beyond our control, we will endeavour to inform you at the earliest opportunity. In this event, every effort will be made to offer a solution to facilitate your booking.
- 3.4 MUGA: Due to the playing surface of this area, extreme weather conditions may cause sessions to be cancelled eg: ice snow. Please request permission from vicky.spence@thebourneacademy.com if you wish to cancel your session so that a refund can be authorised.
- 3.5 Due to the Mock Exams in November and Summer Exams in May and June the Sports Hall may be closed, we will release the dates as soon as they have been finalised. We will also try our best to minimise cancellations and offer alternative rooms.

4. Insurance

- 4.1 The hirer shall be liable for all damages to the premises arising from the hiring howsoever and whomsoever caused, and shall indemnify the Governors against all loss, damage and expense. Any damage caused shall be reported to the site team immediately as it occurs, and shall be confirmed in writing to the Academy within 10 days.
- 4.2 All hirers should ensure that they have adequate public liability and where appropriate employer's liability insurance. The Academy may request evidence of this insurance.

5. Use of Premises

- 5.1 The purpose of hire must be submitted to and approved by the Academy in advance of booking confirmation.
- 5.2 No smoking (including E-Cigarettes) will take place on the Academy premises.
- 5.3 No animals other than guide dogs are permitted on the Academy premises at any time.
- 5.4 The hirer shall "at the end of the hire period" leave the premises in a clean and orderly state. Failure to do so may result in a charge for cleaning at commercial rates & where applicable, paid for by the deposit.
- 5.5 The hire of premises does not include the use of any Academy equipment within the premises unless specified, nor permit entry to, or use of, any space not agreed upon in advance.
- 5.6 The Academy reserves the right to refuse a particular activity if it is felt it is not appropriate use of the facility or is not compatible with the Academy's equal opportunity policy.
- 5.7 Events will be assessed beforehand to determine the amount of site staff required; the staff required will be charged accordingly.

6. Health & Safety

- 6.1 The Hirer must carry out appropriate risk assessments for their event(s) and a copy must be provided to the Academy on request.
- 6.2 The Hirer shall comply with all rules and guidance displayed/issued and shall take all reasonable steps to ensure the health & safety of the individuals using Academy premises. Any accidents occurring during the hiring must be reported to the Academy in writing, within 48 hours of the event.
- 6.3 Hirers should familiarise themselves with the location of escape routes, fire extinguishers, fire alarms, exit doors and emergency procedures.
- 6.4 Only approved equipment may be used on Academy premises and the Academy retains the right to prohibit the use of any equipment it deems to be unsuitable at its sole discretion.
- 6.5 It is the hirers' responsibility to ensure that staff have undergone appropriate checks and clearance procedures, e.g. DBS (previously CRB) if the group consists of children under of the age of 18 or vulnerable adults.
- 6.6 Hirers are responsible for arranging first aid cover for their event if out of Academy normal hours. Cover for large events can be arranged through St John Ambulance or the Red Cross. They will make a charge for their services.

ACADEMY HEALTH AND SAFETY NOTICE

This notice is an abridged version of the Health and Safety Policies in force at the Academy with documents available on request. The main points to note are:

In the event of a **FIRE**, the fire alarm sounds continuously and you are required to leave the building immediately in an orderly fashion without returning to collect belongings. Follow the Fire Exit signs and congregate at designated assembly points until further instruction.

The Academy has trained **First Aiders**. If an accident occurs, you must notify a member of the site staff.

The Academy operates a strict **NO SMOKING** policy (this includes E-Cigarettes). Smoking is only permitted outside of the school premises on Hadow Road.

If you are in need of any emergency assistance whilst in the Academy, please speak to a member of the site staff.

7. Licensing

- 7.1 Where a license is required for any purpose proposed by the hirer for use of the premises, this shall be notified to the Academy and a copy of the license supplied at the time of submitting an application.
- 7.2 The hirer shall strictly observe the conditions of any license agreement granted in respect of the hired premises.
- 7.3 For lettings involving a play, music, dancing or film show, a public license may be required. The hirer must check with the licensing authority.
- 7.4 The sale of alcohol on Academy premises is permitted:
 - a) Only if it is approved by the Principal; and
 - b) where appropriate, subject to obtaining a license to sell alcohol

AGREEMENT TO THE CONDITIONS OF HIRE OF ACADEMY PREMISES

I/we agree to abide by and confirm to the above conditions covering the hire of the Academy premises.		
NAME		
CONTACT NUMBER:-		
EMAIL ADDRESS:-		
I am happy to be contacted for marketing purposes:- Yes <input type="checkbox"/> No <input type="checkbox"/>		
JOB TITLE & ORGANISATION		
ADDRESS		
SIGNATURE		DATE

BOOKING FORM



This form should be signed by the member of staff responsible for organising the event and forwarded to the Academy 28 days before the date(s) proposed but, if this is not practicable, at least 14 days beforehand.

1. Room Hired:-

2. Event:-

3. Date(s) Required

Day(s)	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Date(s)							
Time(s) from							
Time(s) to							

Number of people attending:-

7. Are you charging the public to attend? How much pp?

8. Total cost of hire, payable to The Bourne Academy? _____

9. Payment will be made by: Cash/Cheque YES/NO
Direct Debit YES/NO
(please specify your preferred method)

10. Is it intended to:

a) Serve alcohol YES/NO

b) Sell alcohol YES/NO

Refer to Academy Conditions

11. Equipment & Set Up Required?

2. Other Items:-