



Terms & Conditions

- A letting will only be confirmed on receipt of the fully completed booking form, a confirmation email will be sent to acknowledge this from the Finance Officer.
- A deposit may be requested for certain lettings.
- Payment for all long term lettings shall be paid in advance where appropriate by bacs or cash only. No refunds will be given if the hirer is unable to fulfil his/her part of the lettings agreement.
- Cancellation: If the school has to cancel any hire due to unforeseen circumstances we endeavour to give as much notice as we can. In the event of any cancellation no compensation will be paid to the hirer, in addition the school is not responsible for any financial loss that maybe incurred by the hirer due to the closure.
- Lettings may only proceed when payment has been made. Seven days' notice must be given for cancellation or deposit will be forfeit for one off bookings. Two months' notice must be given for long term bookings. For long term bookings, a minimum term of six months must be made.
- Insurance: if the hirer is a company, sole trader, charity, scout organisation or similar they must have their own public liability insurance.
- Insurance: Individual members of the community or groups such as a parent teachers associations or tenants and residents associations will be covered by the Lambeth hirer's liability insurance policy. The cover is subject to all of the conditions listed in the Booking form.
- Charges for lettings will be reviewed annually, any increases will be communicated in writing in July and will be implemented from September.
- Licences must be obtained if you are using music or any other resource that would require a licence.
- Full payment including the deposit is required one week before the letting, unless it is a regular booking where the school will issue an invoice. All payments must be made in advance of the hire.
- Damage and breakage to premises and property will be charged to the hirer at cost or replacement prices.
- Hirers are responsible for security of the hall and for ensuring that no unauthorised persons are admitted onto the school premises.
- The use of computers and smart boards can be arranged along with access to the wifi (this must be stated at the time of booking), no equipment including leads maybe removed. A specific network for the use of lettings only will be the only log in allowed.

- Any printing requirements would need to be requested in advance (this will not be possible for one off bookings). Charges will be applied for any printing, and will be reviewed annually.
- Hire of items of furniture can be arranged with the headteacher at a small extra cost.
- Hirers are responsible for putting an items of furniture moved back to where they were found.
- The sale of alcohol is not permitted, there is also no consuming of any alcohol whilst on the premises.
- Smoking is not allowed anywhere on the school site, this includes the use of vapes and e-cigarettes.
- A telephone is not available for use.
- A first aid box is available, please replenish any supplies used.
- Cleaning materials and crockery are not provided, or any other equipment or stationery.
- Access to the playground for parking is by arrangement only with the headteacher.
- No religious or political groups.
- No fireworks.
- Hirers must leave the hall as tidy and clean as found.
- All hiring and social gatherings requires a designated school staff to be on duty throughout the event.
- As the school is situated in a residential area please respect our neighbours by leaving on time and quietly.
- All hirers must park considerately.
- Any behaviour perceived to be anti-social will result in hire being terminated and no further bookings will be accepted.
- No banners' or advertising on the school's grounds are allowed, in addition no affiliation with Jessop Primary school will be accepted.
- All hirers must be aged over 18.

Use of the premises will be denied to or withdrawn from a hirer whose activities whether on the school premises or not are likely in the opinion of the Governors, or the school:

- to cause disharmony in the local community.
- to bring the school into disrepute
- to at some point in the future cause one of another of the terms of letting to be violated.

The hirer is not allowed to assign, sub-let, or otherwise part with possession of the accommodation to any other party.