

St Mary Magdalene Academy

Meeting room and hall hire booking terms and conditions

1. Booking

- 1.1 All applications for use of halls and rooms must be confirmed in writing on headed paper and the purpose for which the accommodation is required must be stated. Use of halls or rooms will not be permitted for any other reason than that stated at the time of booking. All bookings will be made at the discretion of the Principal.
- 1.2 Bookings may be made provisionally, by telephone, in person or in writing and will be held for 14 days, by which time written applications together with deposits must be received.
- 1.3 Written applications for bookings must be made at least 30 days in advance of the required date; a 25% deposit must be made in full at the time of the written application.
- 1.4 Where a provisional booking is held, and another client wishes to place a confirmed booking, the Hirer of the provisional booking will be required to confirm within 24 hours including any necessary payments, otherwise the booking will become forfeit.
- 1.5 No letting is confirmed until a Confirmation of Booking letter is issued by St Mary Magdalene Academy. All correspondence should be addressed to:
Ervine Cromwell, St Mary Magdalene Academy, Liverpool Road,
Islington, London N7 8PG

2. Hire Charges

- 2.1 The charge for any hiring will normally be in accordance with the scale fixed by the Academy which shall be available to the Hirer on application. Where the Academy wishes to charge otherwise than in accordance with the scale, the appropriate rate or rates will be agreed in advance.
- 2.2 The period of use will be shown in the Confirmation Booking letter. Halls and rooms must be vacated promptly at the end of this period and left tidy with any rubbish disposed of (should the space not be vacated promptly additional time will be charged at appropriate rate). The Academy will provide rubbish sacks. Where a booking covers more than one day, it will be the responsibility of the hirer to ensure the hall remains clean and tidy for the duration of the booking.
- 2.3 Should we not be satisfied with the condition the halls and/or rooms are left in, an extra charge will be made at our discretion. The Academy

reserves the right to request a deposit as surety against damages which will be payable at the time of booking.

- 2.4 Hall and room hire charges are reviewed annually on 1st April. The charge quoted for a function to be held on or subsequent to 1st April may, therefore, be subject to alteration.
- 2.5 Final payments for all lettings must be made within 14 days after the event.

3. Conditions of Hire

- 3.1 The Hirer is responsible for the orderly and safe conduct of the function and for ensuring their employees, contractors; agents, guests and other participants do not interfere with any other person's use and enjoyment of the Academies premises. Authorised representatives of the Academy shall be entitled to enter at any time the hired room or hall and require the function or meeting to end if, in their opinion, the continuance of the function or meeting could lead to violence or damage to the Institute's premises or reputation or staff or in any way contravenes either this agreement, or Health and Safety Regulations.
- 3.2 The Hirer must make its own provision for first aid for the event. The Academy accepts no responsibility in this respect.
- 3.3 The Hirer agrees to accept full responsibility for and to indemnify the Academy, its officers and servants against all or any claims in respect of all or any accidents, loss or damage (including personal injuries) howsoever caused in connection with any business or meeting conducted or carried out by the Hirer on his, her or its behalf. However, nothing in this clause shall exclude the Academies liability for its own negligence.
- 3.4 The Hirer shall repay to the Academy on demand the cost of reinstating and replacing any part of the premises and any furniture, equipment, or other property belonging to the Academy which shall be damaged, destroyed, stolen or removed during the period of hire or prior or subsequent thereto if in relation to or by reason of the hiring or occupation. The amount of the cost shall be certified by the Academy whose certificate shall be final.
- 3.5 When a booking covers consecutive days, it will be the responsibility of the Hirer to ensure their own belongings and equipment are not left overnight in the specified hall or room unless by prior arrangement.
- 3.6 The Academy does not accept liability for personal injury to, or the loss or damage to clothing, equipment or other property belonging to persons using the premises.

- 3.7 In no circumstances must the number of people attending any meeting or function exceed the maximum accommodation of the room or hall hired as laid
- 3.8 down by the Academy. In the event of a fire alarm, the Hirer shall be responsible for the immediate and safe evacuation of all persons connected with the function. The Hirer is required to inform all persons of the location of fire exits and the assembly point before the commencement of the function. (Details of the Academies fire procedures will be provided on confirmation of booking.).
- 3.9 The Academy will not take any delivery on behalf of the Hirer unless by prior arrangement with the Facilities Manager, to who details must be submitted in writing. The Academy does not accept liability for the loss or damage to deliveries even where prior consent has been obtained. The hirer is responsible for moving their own equipment within the Institute.
- 3.10 Television or radio recordings, broadcasts or interviews may only take place in the building or its grounds with the express permission of the Academy. Special rates apply for this purpose.
- 3.11 Under no circumstances is the hirer to bring alcohol into the Academy or grounds without prior written confirmation from the Principal.
- 3.12 Smoking is not permitted anywhere on the Academies premises or grounds at any time.
- 3.13 The use of mobile telephones is not permitted anywhere in the corridors, toilets, foyer, library and any of the common parts of the Academy, in order not to interfere with the use and enjoyment of other users.
- 3.14 Within the confines of the building, the Academy will take all reasonable steps to accommodate disabled users. The Hirer should advise the Academy in advance if aware that disabled users are attending the meeting or function.
- 3.15 The Academy will only allow the Hirer to use their own electrical equipment where it has been PAT tested (Portable Appliance Testing) by the user and where permission has been obtained in advance. It will be the responsibility of the Hirer to obtain adequate insurance to cover the use of any electrical appliances brought in to the building which must be shown to the Academy upon request.
- 3.16 The Hirer shall be responsible to comply with the requirements of the Performing Rights Society and of Phonographic Performances Ltd, and be responsible for the payment of any taxes or royalties chargeable or

payable in respect of any musical works performed at the hiring whether by live musicians or by records, compact discs and/or tape recordings.

- 3.17 The Hirer shall produce to the Academy, upon request, written evidence of a current public liability insurance with a limit indemnity of not less than £2,000,000.
- 3.18 On confirmation of booking the Hirer will be made aware of, and must comply with the Academies Health & Safety Policy Statement and Code of Practice.
- 3.19 The Academy kitchen and servery areas are excluded from all letting Agreements. Any hirer intending to sell / consume food during their booking must inform the Academy in writing. The Academy accept no liability or responsibility for any food not supplied by the Academy. All food waste must be cleared away and area cleaned after event.

4. Cancellation

Cancellation of confirmed bookings must be made in writing. Any deposit paid by the Hirer will not be refunded. For cancellations received 30 days or more before the event no cancellation charge shall be imposed. If cancellation is received less than 30 days before the event, 100% of the hire fee will be charged.

For examination bookings only, if notice of cancellation is received less than 3 months before the booking, 100% of the hire fee will be charged.

The Academy reserves the right to cancel forthwith the holding of any function, or relocate the function to another part of the Academy, for any reason at any time. In the event of such cancellation or relocation, the Academy shall not be held liable to the Hirer for any damages or loss sustained as a result or arising out of the cancellation or relocation of the function, but in the event of cancellation other than for reasons beyond the Academies reasonable control, the Academy shall repay to the Hirer all sums paid by the Hirer on account of the hire charge.