



William Howard School Facility Booking Request Form



Name of Hirer					
Club Name					
Address					
Email					
Responsible Adult (Must be over 18 years)				Daytime/mobile Tel No:	
Deputy Responsible Adult				Daytime/mobile Tel No:	
Facility Required (please tick)		<input type="checkbox"/> Performance Hall		<input type="checkbox"/> Lecture Theatre	
		<input type="checkbox"/> Conf Room		<input type="checkbox"/> Performing Arts	
				<input type="checkbox"/> Other	
Start Date		Day		Time	
Details of Event					
Estimated number of attending					
<p>William Howard School does not have insurance cover for accidents to individuals or damage to property. Each organisation hiring facilities are responsible for their own insurance and it is recommended that clubs/individuals take out personal accident cover when taking part in activities on the school premises. The Hirer is responsible to ensure that the cover is sufficient for the purpose.</p> <p>A deposit is required for 50% of the booking this must be paid in advance the remaining 50% will be invoiced.</p> <p>For charging purposes and additional hour will be added to the letting to allow for preparation for the event and cleaning after.</p> <p>Surcharge will apply for use of large equipment or projector facilities.</p> <p>Cancellations must be made 14 days prior to the event. Any cancellations made after this are chargeable.</p> <p>I/We have read this agreement and conditions of use (on the back of this page) and agree to abide by it and the conditions of hire.</p>					
Signed				Date	

Please return your booking form/regulations to:

Miranda Karam
William Howard School
Brampton CA8 1AR

For further information, contact 016977 45784 or email mkaram@williamhoward.cumbria.sch.uk

Conditions of Hire



In the event of loss or damage occurring as a result of negligence or carelessness on the part of the organiser of the letting or the group on whose behalf the letting has been made, or where the school has grounds for presuming that the damage occurred at this time was not reported, the school reserves the right to make a charge to cover the costs of repairing the damage or making good the loss from the organiser or group.

The hirer must take appropriate precautions to ensure the Health and Safety of the members of the group making the letting. This includes being aware of the means of alerting the emergency services. A first aid kit should be provided by the hirer for all events. William Howard School does not have insurance cover for accidents to persons or damage to property.

The hirer will complete their own Risk Assessment in respect of the activities they intend to undertake during their hire.

The hirer that has attendance of children under age of 18 are responsible for ensuring appropriate Safeguarding procedures are in place.

The hirer must not adjust any equipment including tiered seating/staging/lighting or heavy equipment etc. No preparation shall be used for cleaning or polishing floors. Any adjustments required should be asked on booking or contacting the site team on arrival.

All portable electrical appliances that the hirer wants to bring must be highlighted on booking and evidence shown they have been PAT tested.

The scale of fees for lettings shall be determined by the school taking into account the cost of providing the letting, including energy costs, cleaning costs, the equipment being used and the purpose for which the premises have been let.

Large booking events must not exceed audience safety numbers this should be discussed when booking.

Reporting an accident – all information should be reported in the accident book with the site staff member.

General Data Protection Regulation (GDPR) William Howard School is committed to protecting the rights and privacy of individuals in accordance with its legal obligations under the General Data Protection Regulation (GDPR), which come into force on 25 May 2018. William Howard School is registered with the Information Commissioner's Office as a Data Controller. Our GDPR Policy is available on our website.

Fire Drill for Customers using Facilities at William Howard School

- On arrival to the building a site team staff member will meet you. You will be given a walkie talkie set on channel 2, this is your contact with site during your booking. You will be advised how to operate this and in the event of a fire alarm sounding how to alter to channel 1.
- Events with Large Audiences – the hirer must familiarise themselves and others (involved with the organising of the event) emergency procedures. This includes drawing the attention of the general public prior to the start of the event the evacuation procedures and emergency exits.

Emergency Procedures:

- If you see a fire Sound the nearest fire alarm/ Or if the fire alarm sounds
- Phone the Fire Brigade, dial (9) 999 from any phone that can be accessed in school.
- The leader should instruct everyone to vacate the building immediately by the nearest safe exit.
- Assemble on the front car park.
- The organiser should organise a roll check or head count, who must then inform the staff member that all are accounted for or report the name of any missing person.
- **DO NOT** go back into the building until either Site Management staff has announced the "All Clear".

Hourly Rates for Hire of School Facilities

September 2021 – August 2022

Facility	Weekday	Weekend
Performance Hall	£30.00	£47.00
Lecture Theatre	£22.00	TBA
Conference Room	£26.00	TBA
Performing Arts Room	£18.00	

- Special discounted rates are negotiable if booking more than one facility on any one day.
- School events will take priority over any booking and we will endeavour to provide as much notice as possible when cancellation is required.
- Minimum of an hour booking for all facilities.
- Commercial surcharge - A commercial surcharge of £8.00 per hour will be added to all relevant bookings.
- A 50% non-refundable deposit is required to book.
- Cancellations must be notified 14 days before the event.