



HILLSIDE INFANT SCHOOL - LETTINGS **CONDITIONS OF HIRE**

This policy is in line with Statement of Licensing Policy – The Licensing Act 2003 effective from December 2025 to January 2028.

1. ACCEPTANCE OF CONDITIONS

a. The hiring of accommodation is permitted only on the conditions outlined in these regulations. Acceptance of hire is deemed to be acceptance of these conditions. The sub-letting or sharing of the premises is prohibited. The hirer must have a designated person in charge at all times during the letting. This person must make themselves known to the Premises Manager on duty upon arrival at the School.

b. Where premises are hired for term time school clubs to Hillside Infant and Junior Schools pupils, the hirer must ensure that the school's safeguarding procedures are adhered to. These are detailed in Appendix A.2. COMPLIANCE WITH CONDITIONS

The hirer (the person or body to whom the letting is granted) shall be responsible for compliance with these conditions.

3. GOVERNING BODY

All lettings will be subject to the approval of the Governing Body who will also decide the charge to be made.

4. RECEIPT OF APPLICATIONS

Applications for the hire of the premises should normally be made at least three weeks in advance. In general, reservations will not be accepted for dates more than twelve months in advance, except for special events such as those needing extensive preparations.

5. AVAILABILITY OF THE PREMISES

Accommodation is available for hire at the discretion of the Headteacher. Lettings will not normally be accepted for the month of August or on national holidays.

6. STAFF ROOMS

Staff rooms are not available for hire.

7. HALL/PE EQUIPMENT

No school games equipment may be used without permission and PE equipment in the hall is in any case not to be used unless an adult with recognised qualifications for the activity proposed is personally in charge at all times.

8. SCHOOL APPARATUS

No use may be made of apparatus or equipment without specific permission.

9. FABRIC AND FITTINGS

The fabric and fittings (including electrical installations) and contents of the premises shall not be interfered with in any way. No treatment shall be given to prepare a floor for dancing and the wearing of stiletto heeled shoes is prohibited.

10. STORAGE

Storage facilities cannot be provided. When hirers are permitted to leave equipment on the premises they do so entirely at their own risk.

11. HIRER'S PROPERTY

Furniture and apparatus required may be brought on to the premises at the hirer's own risk provided prior approval has been granted. Hirers shall not bring on to the premises without the prior consent of the Governors any article of an inflammable or explosive nature, nor any article producing an offensive smell,



nor any substance, apparatus or article of a dangerous nature. Any electrical equipment brought onto the premises must have been Portable Appliance Tested during the last 12 months.

12. REFUSAL OF APPLICATION OF HIRE

The Governors may refuse an application to hire the premises (a) if the premises are required for the School or the Local Authority, (b) if there has been any damage to the property or a breach of these conditions during a previous use of the premises by the hirer, (c) if for any other reason the Governors deem it necessary to withhold approval. No compensation shall be payable by the Governors by reason of such a decision.

13. CANCELLATION BY THE GOVERNORS

In the unlikely event that it becomes necessary to cancel a letting, the Governors will give as much notice as possible and any deposit paid will be returned.

14. CANCELLATION BY THE HIRER

If the hirer cancels the booking within 10 working days of the letting, the Governors reserve the right to pass on to the hirer any costs unavoidably incurred. Such a charge may be made by withholding part or all of any deposit paid at the time of booking.

15. PRIORITY OF USE

Conflicting demands for the use of the premises will be resolved by the Governors with priority being given to school functions and Local Authority lettings.

16. CHARGES

Hire charges will be made in multiples of one hour. The charge includes the cost of fuel and light and supervision by the Premises Manager.

17. PAYMENT OF CHARGES

All fees must be paid at least 10 working days before the date of use or the accommodation will not be regarded as booked.

18. REVIEW OF CHARGES

These regulations, together with the scales of charges, will be subject to periodic review by the Governors.

19. ADDITIONAL CHARGES

The Governors reserve the right on proper notification to invoice the hirer for any charges (a) arising from excessive cleaning time incurred as the result of the hirer failing to leave the accommodation in a reasonable condition, (b) for the repair of the premises or equipment damaged or lost by the hirer, and (c) resulting from the hirer failing to vacate the premises by the time stipulated in the booking application form.

20. DEPOSITS

A deposit will be payable at the time of booking which will be deducted from the cost of the hire. In addition, the hirer shall, if asked, pay at the time of booking a refundable deposit to be held by the Governors against (1) costs unavoidably incurred as the result of insufficient notice of cancellation of the booking (2) any damage caused by the hirer, or (3) additional cleaning required as a result of the premises not being left in a reasonably tidy condition. In the event of damage, or of additional cleaning being necessary, the proportion of the sum to be retained will be for the Governors to decide and their decision will be final.

21. INSURANCE

Commercial hirers shall effect Third Party (public liability) insurance within a minimum indemnity limit of five million pounds for any one occurrence to cover its legal liabilities for accidents resulting in injuries to persons, including participants in the hiring activity, and/or loss of or damage to property including the hired premises, arising out of the hiring of educational premises. Non-commercial hirers will be charged an additional 10% of the hire charge to cover the cost of insurance via the Local Authority provided the



exclusions set out in Appendix 1 of the School Letting Policy to not apply. The first £100 of any loss will be the responsibility of the hirer.

The School will not be responsible for any injury to persons or damage to property arising out of the hiring of the premises unless such injury or damage results from the negligence or breach of statutory duty on the part of the School.

22. INDEMNITY

The hirer and any guarantor required by the Governors shall be required as part of these conditions to indemnify the Governors in the manner set out on the application form.

23. PRIVATE PROFIT

Use of the premises will be permitted for private profit but subject to any conditions which the Governors may wish to apply.

24. STATUTORY REQUIREMENTS

All statutory requirements, including those relating to Health and Safety and Public Entertainments, must be strictly fulfilled by the hirer.

25. MUSICAL WORKS

If music is to be played, a suitable license must be obtained.

26. COPYRIGHT

No copyright material must be delivered or performed unless the consent of the owner of the copyright has been obtained by the hirer.

27. PUBLIC ENTERTAINMENT

Film, musical, dancing (including discos) and stage events must all be considered to be public entertainments unless entrance is restricted only to those who are bona fide members of the organisation hiring the accommodation.

If admission is free and open to all, or if tickets are to be sold at the door or are to be offered to friends, neighbours or the public by way of advertisement, it is the hirer's responsibility to inform the Council's Entertainments Licensing Officer and obtain an Occasional Licence.

28. ATTENDANCE

The hirer shall ensure that the number of persons using the premises does not exceed that for which application was made and approved.

29. BEHAVIOUR

The hirer shall be responsible for ensuring the preservation of good order for the full duration of the letting and until the premises are vacated.

30. OWN RISK

It is the hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk.

31. ACCIDENT OR INJURY

The Governors accept no responsibility for any accident or injury or loss of property that may occur to, or be sustained by, persons using the premises during the period of the letting. Hirers are therefore advised to provide their own cover against such an eventuality. Hirers are recommended to provide their own First Aid cover at events.

In the event of any such accident, injury or loss, the hirer must notify the Headteacher on the following working day.

32. ALCOHOL



In no circumstances shall alcoholic drinks be sold at any function without the written consent of the Governors. Applications must be made in writing by the hirer at the time of applying for the use of the premises. If permission is granted for alcoholic drinks to be sold it will be the responsibility of the hirer to obtain an occasional licence from the local Magistrates Court.

33. GAMBLING

The premises may not be used for games of chance including raffle unless specific permission has been granted by the Governors and a suitable license obtained.

34. SAFETY PRECAUTIONS

The hirer must ensure that emergency doors are clear and unobstructed. On arrival the hirer must check that all areas are safe, free from slip or trip hazards, fire doors unobstructed and equipment in good working order.

There is no access to a public telephone. The hirer must ensure that a fully charged mobile phone is on site for the duration of the letting to summon help in the event of an emergency. The school details are:

Hillside Infant School

Northwood Way

Northwood

Middlesex HA6 1RX

Telephone: 020 8249 6860

35. FIRE PRECAUTIONS

Hirers shall familiarise themselves with the fire precautions in force on the premises and with the means of escape in the event of a fire. Fire and other exits must be kept clear at all times. On arrival the hirer must ensure that all persons present are instructed in the fire and evacuation drill:

- The person discovering the fire will operate the nearest fire alarm and alert emergency services
- On hearing the fire alarm walk calmly through an emergency exit
- Do not stop to collect belongings
- Close doors as you leave the building
- Assemble in the Infant School playground for the designated person to ensure all persons have left the building. The School recommends that the hirer has a list of attendees.
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- Do not depart until the emergency services have arrived.

36. SMOKING

Smoking is not allowed on the School premises or grounds.

37. PREMISES MANAGER

The Premises Manager is instructed by the Governors to ensure that these conditions are fully complied with. All reasonable instructions given by the Premises Manager on duty must therefore be followed.

38. RIGHT OF ACCESS

The Governing Body and its agents reserve the right of access to the premises during the letting.

39. CONCLUSION OF THE LETTING

The hirer shall, at the end of the hire period, leave the accommodation in a clean and tidy condition (including toilets), all equipment being returned to the correct place of storage and all rubbish removed from the site.



HILLSIDE INFANT SCHOOL'S SAFEGUARDING PROTOCOL

Designated Safeguarding Lead (DSL): Rebecca Fennell Headteacher

Deputy Designated Safeguarding Lead (DDSL): Natalie Pugh (Pastoral Care Lead)

Governor Responsible for Safeguarding: Paul Salter (Vice Chair)

Other level 3 trained staff:

Nicole Pieniek- Jones (Assistant Headteacher - Inclusion)

They can be contacted in person via the school office, by email office@hillsideinfant.org.uk and telephone 0208 249 6860.

Email is the only out of hours method of contact.

Local Authority Designated Officer (LADO): Hannah Ives email: hives@hillingdon.gov.uk and telephone 01895 277463

Child Protection Advisor to School and Deputy LADO: Nicole Diamond email: ndiamond@hillingdon.gov.uk, telephone 07943097366

Where a letting takes place during term time and on a school day when school staff are on site it is essential that Hillside safeguarding procedures are followed.

A child making a disclosure

If a child discloses that he or she has been abused in some way, the member of staff /supply staff or volunteer should:

- Listen to what is being said without displaying shock or disbelief
- Accept what is being said
- Allow the child to talk freely
- Reassure the child, but not make promises which it might not be possible to keep
- Never promise a child that they will not tell anyone - as this may ultimately not be in the best interests of the child
- Reassure him or her that what has happened is not his or her fault
- Stress that it was the right thing to tell
- Listen, only asking questions when necessary to clarify



- Not criticise the alleged perpetrator
- Explain what has to be done next and who has to be told
- Make a written record (see Record Keeping)
- Pass the information to the DSL/DDSL without delay

A mark or bruise

If there are concerns regarding a child's appearance a bruise or mark seen whilst undertaking a sports activity, it is essential that the DSL is informed as soon as possible so they can see the mark and follow the correct course of action before the child goes home.