



Sweets Way, Whetstone, London N20 0NQ
T: 020 8445 0524
www.queenswellfederation.co.uk

APPENDIX 2 - CONDITIONS FOR THE USE OF THE QUEENSWELL FEDERATION

PREMISES

A) General responsibility and admission to the premises

- 1 Bookings are inclusive of adequate toilet facilities, water and cleaning. Charges will normally be calculated on hourly periods. Any hirer who does not vacate the premises at the agreed time will be charged for the additional letting time.
- 2 A deposit is payable at the discretion of the Executive Headteacher/ Governing Body. The full payment, together with an additional indemnity deposit (see 3 below) must be settled 10 working days in advance of the let.
- 3 A refundable indemnity deposit may be required, particularly if alcohol is to be consumed on the premises. This will not be refunded until the Executive Headteacher is satisfied that these conditions of hire have been adhered to and that no additional charges need to be levied.
- 4 Block lettings must be booked in advance stating the total period to be covered. Such lettings will be invoiced on a termly basis. Payments must be made termly in advance to meet the VAT requirements.
- 5 Premises are normally available during term time. Hirers should contact the Federation for further details. Booking outside term time may only be possible in certain circumstances.
- 6 Hirers should visit the Federation to establish the availability of chairs, tables etc. Hirers should not assume that other equipment is available.
- 7 Good order shall be kept at all times and access inside and outside the facilities shall not be obstructed at any time. Officers of the Federation may inspect the premises at any time during the let. The hirer will ensure that noise levels are kept within reasonable levels and that no nuisance is caused to neighbours.
- 8 The premises must be in a reasonable condition, otherwise extra cleaning costs may be incurred, and these will be recharged to the hirer.
- 9 There shall be no defacement or alteration to any part of the accommodation or to the furniture or fittings. No structure or stand is to be erected without prior written consent of the Federation.



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10 Any apparatus, equipment or furniture brought onto the premises must be removed on completion of the letting, unless there has been specific written agreement for alternative arrangements.

11 The hirer shall only use the accommodation for the purposes stated in the agreement and shall have a designated person in charge who will take responsibility for ensuring that these conditions are met. This person must be present at all times and shall identify him/herself to the Federation Site Manager on arrival.

12 The guidelines on noise set by the Council's Environmental and Consumer Services Department shall be adhered to.

13 There shall be no defacement or alteration to any part of the accommodation (including electrical installations) or to the furniture and fittings without the written consent of the Governing Body or Council as appropriate. No structures or stands are to be erected without prior written consent

14 The hirer shall:

- a) use his/her best endeavours to ensure that available parking within the Federation grounds is used to capacity before visitors park on the public highway
- b) shall not unreasonably offend neighbouring residents by parking cars in the vicinity and agrees that, upon request by the duty supervisor, he/she will arrange for offending cars to be moved

B) Licensing and Copyright

1 Uses which require a London Borough of Barnet entertainment licence are not generally acceptable.

2. If agreed with the Executive Headteacher, Approval for the sale of alcohol on the premises must be obtained twenty-eight days in advance from the appropriate authority. A copy of the licence must be supplied to Finance Support at least a week before the let.

3 Fees due in respect of musical works, plays or other work where copyright exists are the responsibility of the hirer.

C) Insurance, Loss, Damage and Safety

1 All hirers must be covered for Public Liability (hirers) Insurance. Unless the hirer can prove existing cover of at least £2,000,000, this insurance will be arranged on behalf of the hirer by the Federation, in which event a surcharge may be added to the cost of the let.

2 The Authority shall not be liable for any loss, theft or damage in respect of the



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property of the hirer or any person coming onto the premises as a result of the letting.

3 In the event of injury or loss, the hirer shall give notice in writing to the Executive Headteacher within 24 hours of knowledge of any such matter

D) Health & Safety

1. All hirers should ensure they have adequate insurance for their attendees. Where this does not apply, a charge for insurance will be applied in addition to the lettings charge.

2. Hirers are responsible for ensuring that their activities are appropriately supervised.

3. A basic first aid kit must be provided by the hirer.

4. All hirers should make themselves familiar with the emergency evacuation procedures, the location of the nearest emergency exits, fire extinguishers and fire alarms. Copies of the emergency evacuation procedure are posted in all rooms.

5. Any special requirements for a particular hire, such as footwear or use of Federation equipment such as PE apparatus, should be discussed at the time of hire. Unauthorised use of Federation equipment or apparatus may be regarded as grounds for terminating the letting.

It will be a condition of the let that the hirer will provide a mobile telephone number for use in emergencies, and inform Finance Support of the contact number.