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**Booking**

**Booking Form**

**Hirer**

**Hire Period**

**Premises**

**Venue**



**Classrooms and halls**

**Sport and Physical Recreation Facilities**



- 3.4 Hirers must have and must provide copies of first aid training, public liability insurance and any other insurance that the Venue reasonably considers necessary.
- 3.5 CCTV is in operation 24/7 across all of our schools, our CCTV policy can be found here; [Trust Policies Shireland Trust \(shirelandcat.org.uk\)](#)

- 5.1 The Venue strongly recommends the Hirer takes out its own insurance to cover any activities which are physically demanding or at a higher risk of possible injury. Copies of such insurance documents must be provided to the Venue via SchoolHire.
- 5.2 The Hirer agrees and undertakes to indemnify the Venue and keep the Venue indemnified against all losses, claims, demands, actions, proceedings, damages, costs, expenses or other liability in any way arising from this Hire Agreement.
- 5.3 The Venue gives no warranty that the Premises possesses the necessary consents for the use specified in the Booking Form.
- 5.4 The Venue gives no warranty that the Premises are physically fit for the use specified in the Booking Form.
- 5.5 The Venue is not liable for:
- The death of, or injury to the Hirer, its employees, customers or invitees to the Premises.
  - the Premises.
  - Any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability
- 5.6
- Death or personal injury or damage to the Premises caused by negligence on the part of the Venue or its employees or agents.
  - Any matter in respect of which it would be unlawful for the Venue to exclude or restrict liability.

## **6 Damage to Property**

- 6.1 The Hirer undertakes either to make good or to reimburse the Venue for the cost of making good (as the Venue directs) any damage to the Premises caused by the Hirer, their staff, visitors or clients and the Hirer indemnifies the Venue for all damage and loss suffered as a result of the hiring.
- 6.2 If the Premises hired are left in a state which requires additional cleaning above that normally expected, then the Hirer will be subject to additional charge.

## **7 Security**

The Venue agrees to make arrangements for the Premises to be opened and locked after each Hire Period and the Hirer agrees to notify the Venue or their authorised representative where any session is to start late or end early.

## **8 Temporary Unavailability of Premises by the Venue**

- 8.1 The Venue may give as much notice as possible to the Hirer that the Premises are temporarily unavailable in the following instances:
- Where the Venue requires use of the facilities for other activities e.g. Exams
  - Where the Premises are closed for any reason.





Legislation to disclose any information which may be confidential to you, we will notify and consult with you.

16.11 Data Protection. You must (and must ensure that all relevant Attendees) comply with applicable data protection law (including the Data Protection Act 2018 and General Data Protection Regulation) in relation to any personal data processed or provided by you in connection with the hire. We will likewise comply with applicable law in relation to personal data processed by us. Any information you give us will be stored via the SchoolHire. We will not pass any such personal data to any other persons except with your consent or where otherwise permitted by law. Both S-CAT and Schoolhire have appropriate data protection policies in place which can be found at the appropriate websites.

**Duty staff are expressly instructed by the Academy to ensure that hirers observe the regulations set out above at all times.**