

Room Hire Agreement 2013/4 Terms and Conditions

The SDSS has various spaces for hire: Classrooms, the kitchen, the music room as well as the marquee and the outdoor woodwork room with traditional woodwork equipment and covered outdoor area. Each space has a separate hire fee. The usage of these rooms depend on the nature of the activities and event/s with regards to noise level, number of users and equipment use. Before a rental agreement is reached we need to receive the completed and signed Booking Form and check that the use of the facilities is in accordance with the terms and conditions outlined below.

The South Devon Steiner School will reserve the right to refuse an enquiry.

1. Hire of the space

The school makes full use of the building/s during the school day. There are some school activities that take place regularly and/or occasionally after school, during the holidays and on weekends. In principle, spaces are available after 4.30pm on weekdays and all day on Saturdays and Sundays.

2. Use of the space

Classrooms are suitable for teaching-based activities, the marquee may be used for some sports activities. Matching a suitable space and activity will be discussed at the time of the initial enquiry. Activities that diverge significantly from the ethos of Steiner Education will not be accepted.

3. Fees, Deposit Cheques, Insurance and Cancellations

3.1 Fee.

Greenwood Hall: £12.50/hour, £50/half day, £100/day - max. capacity 100 seated
Music Room: £12 for 2 hours
Woodwork area £250/week
all other rooms please enquire.

3.2 Deposit cheque

All bookings will carry a £50 deposit cheque which we will destroy after we have received full payment and verified that hired spaces are clean (*see 4.1 & 4.2), any equipment used unharmed and lighting and heaters switched off (*see 4.3). For bookings over a £100 we may require a higher deposit.

3.3 Insurance. The school has full public liability insurance for its own activities and a public licence for the building. Outside hirers are advised to take out public liability insurance for claims against themselves.

3.4 Cancellation

The deposit is non-refundable for any bookings that are cancelled one month or less before the event date.

4. Hire Care: Cleaning, waste disposal, heating and lighting

4.1 Cleaning. The hirer can either choose to clean the space/s after the event or pay a cleaning fee which will cover the cost of the school cleaners. We may ask for a minimum £25 deposit cheque against any cleaning that has not been taken care of sufficiently. We

destroy the deposit cheque/s if the space/s is/are left exactly as found.
The hirer shall return all used equipment including tables and chairs to their storage places, leave the facilities used clean and tidy and remove all waste (*see 4.2).

4.2 Waste disposal. The SDSS endeavours to recycle in accordance with the South Devon County Council recycling facilities. Please collect plastic bottles and tins in clear - coloured recycle bags and paper and cardboard in blue recycle bags. Both are available during school hours from reception. The collection point for those and the landfill waste (a big green flip-in bin) are at the end of the path between the back of the kitchen on the right and the green portacabins on the left. Compostable waste can be deposited in the outdoor garden area in designated compost dustbins - not the rotating drums.

4.3 Heating and Lighting. All lights, and any heating not on a thermostatic timer, must be turned off by the hirer at the end of their event. Monies will be deducted from the deposit if lights / heaters are left on.

5. Hire Conditions. Smoking, Alcohol, Dogs and Mobile Phone Use & Food or Drinks
In the interest of Health & Safety all our buildings and surrounding grounds are a 'no dogs' (except guide dogs), 'no smoking', 'no alcohol' and 'no mobile phones' area. If the event depends upon one or more of these rules being dis-applied, the hirer must request this specifically and the school will consider it. In this case the hire request may take longer to process, and additional payment may be required for cleaning/ insurance etc.

5.1 Alcohol/smoking. If the school has agreed to the serving of alcohol at the event, the hirer will have to apply to the licensing department at South Hams District Council for a 'Temporary Event Licence' to cover this. This application must be received by Follaton House and Totnes Police Station at least 10 working days before the event and currently costs £21.

5.2 Smoking. Smoking in any school building is illegal under any circumstances and cannot be dis-applied.

5.3 Mobile phone. Mobile phone use is not permitted on school grounds during school hours. Under no circumstances can mobile phones be used in the Early Year's Grounds or buildings.

5.4 Food and Drinks. If the school has agreed to the serving of food and drinks (see alcohol *5.1) the hirer will have to provide a detailed description about how he/she will organise the catering. On approval a separate agreement will be drawn up that has to be signed by the hirer.

6.Keys.

Keys must be collected from the school office between 8.30am and 3.30 pm no earlier than during the week of the event, and must be signed for. They should be returned via the letterbox in the reception door at the rear of Hood Manor. All doors must be locked at the end of the hire event.

7. Payment of Balance.

Full payment for the hire is due 2 full working weeks prior to the booking date (or at the time of booking if this is fewer than 2 weeks in advance).

(...admin/printed forms/administration/hall hire/Room hire document 2013 Version 003 - Rev January 2014 by Gaby Watson