

SIR GEORGE MONOUX COLLEGE



HIRE OF PREMISES

Schedule of rates for the hire of facilities available at Sir George Monoux College can be found at the end of this document. Hiring outside of this schedule will be dependent upon specific requirements of each hiring. Details are available from the Buildings & Site Services Manager, on 0208 523 3544 Ext 3422. Charges include the provision of normal heating, lighting, cleaning, campus officer facility, first aid and arrangements of venue layout/seating as agreed with the College in advance. The Building & Site Services Manager acts as the designated officer of the Principal and the Governing Body of the College in implementing the conditions and regulations given below.

CONDITIONS AND REGULATIONS

- 1) Enquiries for hire should be made through the Building & Site Services Manager, and applicants are advised to make an appointment to view the proposed hiring to judge the suitability of the facilities for the purpose of hire.
- 2) The College reserve the right to limit the number of people admitted to Sir George Monoux College depending upon the activity type and size of the accommodation/facility hired.
- 3) Hirers should state all equipment required to facilitate the proposed hiring.
- 4) An additional charge will be made for the use of specialist rooms as detailed in the schedule of rates.
- 5) The College may cancel any hiring if the premises are required for college educational or maintenance purposes. Except in emergency, notice will be given of such cancellation.
- 6) Enquiries should be made with the Buildings & Site Services Manager regarding the availability of premises for hire on evenings, weekends, Bank or Public holidays.
- 7) An application for hiring must be made on the form attached to this document. No use of Sir George Monoux College premises by the hirer will be allowed until a fully agreed hire form authorising the use has been issued. Permission to use the college premises is personal to the hirer who may not therefore assign it or sub-let the use of the premises. The hiring charge must be paid in advance by cheque or Bank Transfer (Bank details will be issued from the College finance office on acceptance of the hiring and invoices made payable to Sir George Monoux College.

Information required to issue an invoice:

- A Purchase order number
- Date of venue hire
- Customer Name
- Customer's billing address
- Customer email address and telephone number

The above invoice information is to be provided on the customer's business letter head paper at the time of hire request. If you need further information, please contact our Finance Dept.

- 8) Long term hires shall be reviewed annually or whenever a change in the terms of hire occurs. Hire is dependent upon the availability of Sir George Monoux College. All hiring's are subject to the hirer or their authorised representatives occupying and vacating the premises at the stated times. In the event of the hirer not arriving within half an hour of the commencing time the College will be closed and the letting considered to be cancelled. In this event, no money will be refunded. In the case of Youth and Junior organisations using the hiring facilities, a responsible adult must be in charge and present for the whole period of the hire. If the hiring finishes earlier than the time agreed no monies will be refunded.
- 9) No gambling what so ever will be permitted on the College premises.
- 10) No Nails, tacks, screws etc. shall be used on any of the walls, floors, ceilings or fittings and no preparation shall be used for polishing the floors. No alteration or addition to the electrical installation shall be made. No equipment or apparatus is to be connected to the electrical or data installation without prior permission.
- 11) No fixed or portable furniture or apparatus in any room shall be disturbed or moved nor shall any furniture or apparatus be introduced without permission of the Buildings & Site Services Manager.
- 12) No furniture, instruments or equipment belonging to the hirer may be left or stored on the premises, without permission.
- 13) Notices must not be exhibited on any part of the College premises without prior consent.
- 14) Use of the premises will not be granted for the following activities:
 - a) Events or hiring that contravenes the college ethos and those that may cause concern to local communities and residents.
 - b) For political purposes.
 - c) Showing of films for public exhibition.
 - d) Hirers are responsible for arranging their own Insurance in respect of:
 - i) Personal Accidents;
 - ii) Third Party Claims;
 - iii) Any loss or damage to the grounds, buildings, fixtures, fittings, furniture and equipment resulting from the letting.

Evidence of this indemnity shall be shown to the Buildings & Site Services Manager before the hire takes place.

- 15) Hirers must hire premises for sufficient time to allow them to prepare for their activity and clear up afterwards. An additional charge will be made for use of rooms outside the agreed period of the hire.
- 16) The hirers shall undertake to see that Sir George Monoux College is used in an orderly way and for the purposes only for which they are expressly hired. They shall reimburse the College for the cost of making good any damage to College property arising from the hiring however caused. The Kitchen is available in 2 sections; the refectory (seating area) and the main kitchen (cooking area). The refectory is via negotiations direct with the college and the hire of the cooking facilities (including food) via the college catering and hospitality contractor. The catering and hospitality contractor can be contacted via 0208 523 3544 ext. 3420 or via email gay@george-monoux.ac.uk Hirers of the refectory may not use any utensils, cutlery, crockery, freezers, refrigerators, frying equipment or any materials or food from the stores without direct authorisation from the college catering and hospitality contractor.
- 17) The College does not undertake any responsibility for the loss of or damage to any goods or effects belonging to the hirer and/or members of the organisations, associations or clubs, or to any other person present, whether by fire or other reason, nor for any injury to any person or persons attending the premises from whatever cause (except in the cause of such injury, the negligence or the College) neither will the College accept any responsibility from any breakdown, leakage, fire or accident rendering necessary any closure of the premises nor for any repairs or renewals consequent on any such breakdown, leakage, fire or accident.
- 18) The person or persons hiring the premises for the purpose for an entertainment for children or any entertainment to which children will be admitted, shall accept full responsibility for the arrangements made, under the provisions of Section 12 of the Children and Young Persons Act 1933 or any statutory re-enactment therefore. Section 12 states:

“Where there is provided in any building an entertainment for children, or an entertainment at which the majority of the persons attending are children, then, if the number of children attending the entertainment exceeds one hundred, it shall be the duty of the person providing the entertainment to station and keep stationed wherever necessary a sufficient number of adult attendants, properly instructed as to their duties, to prevent more children or other persons being admitted to the building, or to any part thereof, than the building or part can properly accommodate, and to control the movement of the children and other persons admitted while entering and leaving the building or any part thereof, and to take all other reasonable precautions for the safety of the children”
- 19) Sir George Monoux College is not licensed for public entertainment and the collection of money for admissions cannot be permitted. The entertainments that are permitted in the premises under the terms of the hiring cannot therefore be advertised to the general public. All health & safety precautions must be observed at all times.

- 20) No intoxicants may be brought on to the premises without the written authority of the Buildings & Site Services Manager.
- 21) Hirers shall submit such returns as may be required by the Performing Rights Society Limited in respect of music obtained from the Society. When records, compact discs and other recorded materials are to be played the hirers must, at least 14 days prior to the hiring taking place, apply to Phonographic Performance Limited for a licence. The College reserves the right to refuse any application without explanation, and to cancel any hiring at any time without notice, including immediate termination in severe cases of improper use. On the termination of hiring under this condition the College shall return to the hirer all or part of any money paid but shall not be under any liability for any loss or damage arising out of such termination.
- 22) Failure to comply with these Regulations in any part may render the hirers ineligible for further hiring.
- 23) The College reserves the right of entry to the premises hired at all times to such authorised persons as they deem necessary for the proper supervision of the premises.
- 24) The premises are not registered for the purposes of competitive bidding under part V1 of the Greater London Council (General Purposes) Act 1984. Accordingly, the hirer shall not use or permit the use of, the premises for the sale of goods by way of competitive bidding within the meaning of the Act, unless:
 - a) The goods sold or intended to be sold are not “prescribed articles” within the meaning of the Act, that is to say plate, linen, china, glass, books, prints, furniture, jewellery, articles of household or personal use or ornament, or any musical or scientific instrument or apparatus; or
 - b) The sale is for the purpose of assisting the funds or any voluntary organisation whose activities are not carried out for profit and the whole, or substantially the whole, of the proceeds of the sale are devoted to the funds of the organisation.
- 25) All enquiries, advice, or clarification of these regulations should be addressed in the first place to the Buildings & Site Services Manager.
- 26) All Hirers are expected to follow the College H & S Policy, summary attached.
- 27) First Aid provision is the responsibility of the Hirer and they must ensure adequate cover is available.

HIRE OF SIR GEORGE MONOUX COLLEGE PREMISES



THE HIRER

**Reference No
(SGM to complete)**

Organisation:

Contact name:

Address:

Contact Telephone:

Email:

Your application to hire the following accommodation has been approved/not approved.

Venue hired:

Date of hire:

Time of hire:

This document must be retained by the hirers and shown to the College campus officers upon request.

Building & Site Services Manager