



## **CONDITIONS GOVERNING THE LETTING OF SCHOOL PREMISES**

### **1.0 GENERAL CONDITIONS**

1.1 Applications for the use of the School's premises must be made to the Site Manager of the School, and responsibility for their approval rests with the School Governors. The person signing the application will be deemed to be the Hirer, and must accept responsibility for ensuring compliance with these conditions.

1.2 Hirers will be informed, at the time the application is approved, of the charge for the use of the facilities required. Payment will be made in advance, at the time when the letting is confirmed. Payments of lettings other than in advance will be agreed with the Site Manager. If there is any damage, or the need for a member of the School's Staff to work longer than expected after the letting, the Hirer will pay any subsequent costs involved.

1.3 The School reserves the right to cancel any lettings if the facilities are required for urgent, official or academic business. In these circumstances the Hirer will be reimbursed the hiring fee.

1.4 Any intention of the Hirer to cancel a letting must be notified to the Site Manager of the School at least 24 hours before the letting is due to take place. In the event of the Hirer failing to give at least 24 hours notice, the hiring fee will not be refunded. Please note any cancellation will incur a 10% administration fee.

1.5 A member of the School's Maintenance Team is normally expected to prepare for lettings and where the School requires be in attendance throughout the course of the letting. No payment should be made to that member of staff on duty.

1.6 No alterations to the School premises, fixtures or fittings will be permitted; notices must only be fixed to boards provided.

1.7 The Hirer is responsible for providing supervision during the course of the letting and must satisfy the Site Manager that the arrangements are adequate.

1.8 The Hirer or an accredited person appointed by the Hirer, must be in attendance at all times and must accept responsibility for any damage caused to the School grounds, playing fields, buildings, fixtures, fittings, furniture and equipment resulting from the letting. Every precaution must be taken to avoid

such damage and the Hirer will be required to meet the cost of making good any damage however caused.

1.9 The Hirer is responsible for arranging their own insurance for:

- a) Personal accidents.
- b) Third party claims.
- c) Any loss or damage to the School grounds, playing fields, buildings, fixtures, fittings, furniture and equipment resulting from the letting.

1.10 If it is intended to organise a public performance or entertainment, or performance of music, singing or dancing to which members of the public is to be admitted; the Hirer is advised to consult the Site Manager in advance to ensure that the School premises are licensed for the purpose before submitting an application.

1.11 Footwear, which is likely to cause damage to the School floors, must not be worn.

1.12 Members of the public must not be admitted to the School after 2200 hours.

1.13 Alcoholic liquor must not be sold or consumed on the School premises unless specific approval has been given on behalf of the School Governors. If approval is given for the sale or consumption of alcoholic liquor, the responsibility for obtaining the necessary licence rests upon the Hirer. A copy of the licence to be given to the Site Manager.

1.14 The School premises must be left clean and tidy after its use.

1.15 The Site Manager must be consulted in advance if there is any doubt about the interpretation of the above conditions.

## **2.0 ADDITIONAL CONDITIONS GOVERNING THE LETTING OF CATERING FACILITIES**

2.1 Hirers must indicate to the Site Manager at the time of booking, if they require catering facilities.

2.2 When the Kitchen is used, the Cook/Supervisor must be in attendance throughout the letting, except when only tea or coffee is made and no cooking is involved.

2.3 Where the Cook/Supervisor is present at the let, it must be their responsibility for the use of the cooking ranges and boilers.

- 2.4 The Hirer will normally be expected to provide their own cutlery, crockery and condiments.
- 2.5 All equipment must be left clean and tidy after use.
- 2.6 No smoking is allowed in the Kitchen.
- 2.7 No animals are allowed in the Kitchen.
- 2.8 The Site Manager must be consulted in advance if there is any doubt about the interpretation of the above conditions.

### **ADDITIONAL CONDITIONS GOVERNING THE LETTING OF SCHOOL PLAYING FIELDS**

- 3.1 If there is any doubt as to the fitness of the ground the Hirer must consult the Site Manager who will make the final decision as to whether the ground may be used, before the letting takes place. In the event of the ground being unfit for use immediately before a letting is due to take place, any letting charge already paid will be refunded.
- 3.2 The Hirer must be responsible for ensuring that everyone taking part in the letting involved including spectators, are properly and adequately supervised.
- 3.3 Casual spectators not connected with the letting must not be admitted.
- 3.4 Stakes and spikes must not be driven into the ground, unless the Site Manager has given permission.
- 3.5 Bonfires/ Barbecues must not be lit, unless the Site Manager has given permission.
- 3.6 Animals must not be allowed on any part of the playing fields.
- 3.7 No marking out of pitches may be done except by authorised ground staff of the School.
- 3.8 Playgrounds and playing fields must be left in a clean and tidy condition after use.
- 3.9 Any loudspeakers must be moderated so as not to cause a nuisance.
- 3.10 The Site Manager must be consulted in advance if there is any doubt about the interpretation of the above conditions.

## **FIRE PRECAUTIONS**

4.1 The Hirer, or a nominated person nominated by him in writing, shall be in charge of the hired part of the premises during the whole time the premises is open to the public. There shall be during that time sufficient staff or competent attendants on duty on the premises. The person in charge shall not be engaged in any duties, which may prevent him from exercising general supervision of the premises.

THE HIRER SHALL ASCERTAIN AND COMPLY WITH ANY SPECIAL FIRE PRECAUTIONS REQUIREMENTS CONTAINED IN MUSIC, SINGING AND DANCE THEATRES, OR ANY OTHER LICENCE APPROPRIATE TO HIS INTENDED USE OF THE PREMISES.

4.2 The School will assist the Hirer with the seating accommodation, gangways, passages and stairways in the hired section of the premises, as approved by the Chief Officer of the East Sussex Fire Brigade, acting on behalf of the Hiring Authority.

4.3 The Hirer shall ensure all gangways, corridors, staircases and external passage ways intended for exit shall be kept entirely free from obstruction and shall not be used as cloakrooms.

4.4 All exit doors shall be available for exit during the whole time that the public are on the premises and shall be opened at the end of the function for the use of persons present.

4.5 The School will ensure that doors and openings, other than exits, in sight of the audience, which leads to areas of the premises accessible to the public, shall have notices placed over them indicating the use of the areas. Doors and openings leading to areas of the premises not accessible to the public shall have notices placed over them indicating "PRIVATE".

4.6 It is the Hirer's responsibility to ensure any mats or other floor coverings shall be secured to prevent rucking, and any drapes over exit doors or exits shall be hung in order to prevent them trailing on the floor.

4.7 The Hirer will ensure inflammable materials shall not be used for the decoration of the premises unless such materials have been rendered flame retardant and are maintained in that condition.

4.8 All electric fires, stoves and open fireplaces in the premises shall be provided with adequate protection guards.



4.9 Temporary electrical installations which are necessary for any particular function must comply with the following condition:

(a) All temporary electrical installations shall comply fully with the applicable recommendations and requirements of the current edition (with amendments) of the following:

The Institute of Electrical Engineers Regulations for the electrical equipment of buildings.

The British Standard Specification and codes of Practice.

The Electrical Supply Regulations.

And shall only be installed by a qualified electrician.

(b) Temporary wiring shall be carried out using PVC insulated and sheathed cable to C.M.A. manufacture, and switchgear and apparatus of a voltage rating not less than the maximum r.m.s. Voltage difference, which normally develop under fault conditions.

All additional stage lighting equipment that may be required shall be kept entirely separate from the existing installation, portable dimmer units being provided where required, no extensions shall be permitted from the existing dimmer equipment without the approval of the Director of Property Services.

(c) All temporary equipment shall be bonded to the main system of earthing in accordance with the I.E.E. wiring regulations.

(d) All temporary installations, which have been installed, shall be disconnected from the permanent installation immediately after the occasion for which they have been used.

(e) Any special requirements or installations that are to be approved, or for any item that requires clarification, shall be brought to the notice of the Site Manager seven days prior to the proposed date of the required installation.

4.10 The Hirer shall ascertain the position of telephones, escape routes, fire alarm systems and fire fighting equipment which shall be in charge of some suitable person specially nominated for the purpose, who shall ensure that appliances and equipment are always available for use. In the case of stage performances and exhibitions the local Fire Officer shall be consulted as to whether any special fire fighting equipment should be provided.

4.11 Thorough checks should be made by the Hirer at the end of the letting that no smouldering fires are left burning and that all doors and windows are properly secured.

4.12 In the event of a fire the Hirer should be aware of the assembly points clear of the School Building.

4.13 The Site Manager must be consulted in advance if there is any doubt about the interpretation of the above conditions.

### **ADDITIONAL INFORMATION**

5.1 Groups hiring the school premises are advised to ensure they have their own First Aid kit.

5.2 Smoking is not allowed anywhere on the School premises.

5.3 Reports of accidents, incidents, damage or defects should be made in the first instance to a member of the School's staff and as soon as possible to the Site Manager.

5.4 Public telephone call boxes are situated in the main building entrance foyers.

5.5 Unfortunately, access for the disabled are limited. All enquires at the time of booking should be directed to the Site Manager.

5.6 The School's Staff will endeavour to help you with any problems during your time at the School. On arrival at the School please report to the main reception doors to meet with a member of our Staff.

### **ADDITIONAL CONDITIONS GOVERNING THE HIRE OF THE SCHOOL'S WINDMILL THEATRE**

6.1 No performances shall take place after 0200 hrs and before 1400 hrs on a Sunday, Good Friday or on Christmas Day.

6.2 The use of real flame, pyrotechnic or laser lighting devices during or in connection with any performance is prohibited.

6.3 All scenery including cloths, draperies, gauze-cloths, floral decorations, hangings, curtains and all decorations on the **Stage** should be maintained flame retarded.

6.4 Persons shall only be permitted to sit in seating as shown on the approved seating plan. Standing shall not be permitted in any part of the auditorium or hall, in any gangway, passageway and corridor or on any staircase or landing.

6.5 All stairways, gangways, passages, corridors and lobbies indicated for the exit of the audience or the artists shall be kept entirely free from chairs or other obstructions, whether permanent or temporary, and no member of the audience shall stand sit in any gangway during the performance.

6.6 Advertisement boards or easels shall not be placed in positions where they obstruct exit ways.

6.7 The lighting to exit notices shall not be extinguished or dimmed while the public are on the premises.

6.8 The hirer should make known to School Staff the person in charge normally the person who signs the booking form or a person over the age of 18 who has been appointed by the hirer as the "House Manager"

6.9 The House Manager in charge shall not be engaged in any duties, which will prevent him/her from exercising general supervision or responding immediately to any emergency.

6.10 The House Manager will be the liaison point for all matters regarding the hire of the premises and the School's representative for the duration of the hire.

6.11 Whilst the premises are open to the public the hirer will provide two competent attendants or stewards, identified by a badge or armband. The stewards will be required to assist members of the public to their seats, insure gangways, corridors, fire exits are kept clear and to be present nearby to open curtains in the event of an emergency.

6.12 The maximum audience number as granted by our Entertainments Licence for The Windmill Theatre is as follows:

A	Closely Seated	320
B	Dancing	320
C	Functions utilising seating at tables	160
D	Functions involving B & C	240

6.13 The Site Manager must be consulted in advance if there is any doubt about the interpretation of the above conditions.