



**Booking Request and Confirmation.**

Booking Ref No.

School

Help Desk Tel

Name

Contact number

Address

E-mail

Club/Event Name

Numbers attending

Facilities Booked

Day/Dates

Time of booking, including setup and set down time: From  To

Start Date

End Date (Maximum 6 months)

Details of requirements/arrangements including - tables, chairs, room layout, special equipment, access prior to your event and requirements for catering and/or refreshments.

**Hire rates and calculation of charges.**

Payment terms.

1. All Payments are required in advance unless credit facilities have been agreed to by PPP-IML and confirmed in writing.
2. This form is to be returned to the address shown above. Where the provisional date for the booking is more than seven days the form must be accompanied by a non-refundable deposit of £
3. In the case of a booking scheduled to take place within seven days of a provisional booking, full payment must be sent with the form. If neither the deposit nor full payment is sent with the form (whichever is applicable), the booking may be cancelled at PPP-IML's discretion.
4. In the event of cancellation by the Hirer within one week of the agreed date of a booking, the full cost of hire, as set out above, will be due from the Hirer and no refund will be made. Where full payment has not been received in advance of the cancellation, the Hirer will make payment within seven days of receipt of invoice from PPP-IML.
5. Payment by cheque must be made at least two weeks prior to the event to allow for bank clearance.

Method of payment: Cheque  Cash

I have read and understand the Conditions of Hire prior to signing this document and finalising the agreement with **PPP Infrastructure Management Ltd.**

Signed

Date

Booking confirmed by PPP INFRASTRUCTURE MANAGEMENT LTD

**All Accidents and Incidents must be reported to PPP-IML site staff immediately**

**Please note that Smoking is NOT permitted in any part of the school premises.**

PPP INFRASTRUCTURE MANAGEMENT LTD (PPP-IML)

**CONDITIONS OF HIRE**

This agreement grants to the hirer a licence to use the room(s) at the dates and times indicated, subject to the following conditions:

1. The full hire fee is payable at the time of booking, or as agreed to and described overleaf. In addition to the hiring fee a damage deposit may be requested entirely at the discretion of PPP-IML.
2. All Accidents and Incidents must be reported to PPP-IML site staff immediately
3. Hirer's are required to familiarize themselves with the fire evacuation procedures prior to their event and to follow these procedures in the event of fire or the sounding of the fire alarm.
4. The room(s) must be vacated at the agreed time. Failure to vacate the room(s) at the agreed time will incur additional charges.
5. The room(s) must be left in a clean and tidy condition and all rubbish removed from the school. Failure to leave the room(s) in a clean and tidy condition will incur additional charges to cover the cost of cleaning.
6. The Hirer may only use the premises for the purpose that has been declared and agreed with PPP-IML.
7. The Hirer shall comply at all times with the requirements of the Security Service Provider in respect of use of the School Premises.
8. No smoking will be permitted anywhere on the school premises (including in the grounds).
9. No alcoholic drinks may be brought onto or consumed on the school premises (unless prior written consent is given by PPP-IML).
10. No open fires, candles or unauthorized electrical equipment may be used on the school premises.
11. The Hirer must ensure:
  - a) No fire equipment is moved or tampered with, except in an emergency.
  - b) All emergency exits remain clear with unhampered access.
  - c) Arrangements are made for orderly parking of cars within the designated areas.
  - d) Any equipment belonging to the Hirer is removed at the end of the hire period.
12. No indecent or criminal activity is permitted.
13. Groups working with children and young people must provide written assurances that all members of their leadership are known to be suitable persons, in line with the Home Office publication of September 1993 "Safe from Harm".
14. Noise levels must be contained to a reasonable level at all times and noise from the Hirer's event must not be audible in any neighbouring properties. It is the Hirer's responsibility to ensure noise levels are monitored to ensure no disruption to people in neighbouring properties.
15. No betting, gambling or gaming is permitted on the school premises.
16. If the Hirer wishes to provide music, dancing or other entertainment, the Hirer must first obtain any necessary public entertainment licences and provide PPP-IML with a copy seven days prior to the date of the booking. Failure to do so will entitle PPP-IML to cancel the booking and retain the booking fee.
17. The Hirer will be personally liable for all damages caused to any school property as a result of the hire and hereby agrees to indemnify PPP-IML for any losses PPP-IML incurs as a consequence of the room(s) hire.
18. PPP-IML does not accept any liability for damage to the Hirer's property howsoever caused and the Hirer must ensure adequate public liability insurance cover is in place for his particular organisation / event. PPP-IML does not maintain a policy of insurance, which covers Third Parties (which includes the Hirer and their guests).
19. The Hirer hereby agrees to indemnify PPP-IML without limitation against all liabilities to other persons (including the servants and agents of PPP-IML or the Hirer for bodily injury, damage to property or other loss, which may arise out of or in consequence of the actions of the Hirer or his employees, servants or agents and against all actions, costs, claims, charges and expenses that may be occasioned by PPP-IML by the claims of such persons.
20. The Hirer acknowledges that they are only permitted to use the areas designated for the hire and shall ensure that all persons attending the function for which the room(s) is hired are made aware of and abide by this restriction. PPP-IML will show the Hirer the toilet facilities, which the hirer and their guests are to use during the hiring.
21. PPP-IML reserves the absolute right to cancel a booking at any time should the facilities be required either by the School or by the Local Authority. In these circumstances any deposit or fee will be returned to the Hirer. PPP-IML liability in such an event will be limited to the amount of the deposit or the fee
22. PPP-IML reserves the absolute right to refuse any application for hire or cancel a booking at any time without specifying a reason.
23. Save for liability in respect of personal injury or death, PPP-IML maximum liability to the Hirer for breach of contract, negligence or any other cause of action, is hereby limited to 1x the hire fee paid by the Hirer.
24. Any person who is not a party to this Agreement has no right under the Contract (Rights of Third Parties) Act 1999 to rely upon or enforce any terms of this Agreement except that it does not effect any right or remedy of a third party which exists or is available apart from that Act.
25. Should the Hirer fail to comply with any of the above conditions or act in any way which is, or could be deemed to be in conflict with the effective running of the school, PPP-IML is entitled to terminate the licence forthwith and the Hirer and any guests will be required to vacate the premises. The decision of PPP-IML will be final and binding and PPP-IML will in no way be liable to the Hirer for the return of paid fees or any other compensation if the hire is terminated in accordance with this clause.
26. Regular Block bookings may be terminated on 1 calendar months' notice in writing.