



Sudbury Primary School

Sudbury Hall

Banqueting – Wedding – Events

For enquiries please call Mrs Raluca Uta
or via email: lettings@sudbury.brent.sch.uk

BOOKING TERMS AND CONDITIONS

Please read the booking Terms and Conditions thoroughly, after completion please sign and return to the school office, retaining a copy for your own records.

National & Local Agreements/Legislation and Rules

1. Any group or individual with links to any terrorist organisation, including but not limited to organisations which are proscribed organisations, or who promotes racial or other discrimination will not be permitted to hire any area of Sudbury Primary School.
2. Any action by an individual or group during the function which will bring the school into disrepute will result in the letting being stopped immediately, the organisation or individual being banned from hiring the school premises and their **deposit being withheld**. Police and/or other agencies will be contacted as necessary.

Health and Safety

3. The hirer remains responsible at all times for the behaviour of their group.
4. Sudbury Primary School is a NON SMOKING premises.
5. Estimated numbers must not exceed the maximum number.
6. The hirer remains responsible for leaving the premises tidy and 'as found'. The hirer will be required to sign a document approving the conditions of the premises. The costs of damages will be withheld from the deposit.
7. The hirer remains responsible for ensuring their group vacates the premises at the agreed time. **Deviation of this clause may result in loss of full deposit.**
8. The hirer remains responsible for ensuring their group vacates in an orderly and quiet fashion, so as to not cause unnecessary disturbance to the residents.
9. No alteration or addition to the electrical installations of the school may be made.
10. The lettees must ensure that they have a trained first aider on the site and access to a mobile phone in case of an emergency during the let.
11. If you are providing a service which includes children then please provide a copy of your child protection policy then you will be expected to comply with the school's own policy, a summary of which is attached.

Insurance

12. The Hirer must be covered under their own Insurance as they are not covered by the Schools Policy.
13. The hirer must indemnify the school from and against all loss and damage to any property or belongings of his guests which may be sustained during the let.
14. The school takes no responsibility for injury to persons involved in the use of the premises during the period of lettings. Any person using the school premises do so in all respects at their own risk.
15. The hirer must ensure that no unauthorised persons are permitted entrance on the school premises.

Premises

16. The wild life garden is off limits at all times (unless specifically booked for a photo session).
17. If you wish to use the school equipment, you must seek permission prior to the function.
18. Your function and guests must stay in the area which you have hired.
19. No school displays or pianos are to be touched, moved or removed at any time.

Administration

20. The school should receive written notice of cancellation 10 working days prior to the function date, for which we will retain your deposit to cover the loss of revenue for that booking. In the event where cancellations are made after 10 working days we will retain your deposit and invoice you for the 50% of the total letting charge.
21. Governors and Staff may hire the school facilities either for their own private use or for the use of an immediate family member (at the discretion of the Head Teacher). Community organisations rates will apply again at the discretion of the Head Teacher. All other booking terms and conditions apply.
22. An administration charge of £10 will be charged to cover the cost of amendments to previously confirmed bookings unless there are agreed mitigating circumstances (again at the discretion of the Head Teacher).

The School Governors of Sudbury Primary School reserve the right to refuse letting the premises to any individual and group.