



HOBLETTS MANOR JUNIOR SCHOOL
Adeyfield Road
Hemel Hempstead
Herts. HP2 5JS



Email: admin@hoblettsjm.herts.sch.uk

Headteacher: Sally Short

Telephone 01442 251805

Hiring PREMISES MANAGEMENT AGREEMENT

It is agreed by both parties this Hiring Management Agreement is put in place to ensure the smooth running of the whole site. Both parties duly agree to abide by the provisions detailed below.

This agreement is made on 28th November 2019 and will be valid for 6 months unless terminated before. The Hirer is bound by its terms of use on the "Permitted Dates".

Agreement between:

Hobletts Manor Junior School, Adeyfield Road, Hemel Hempstead HP2 5JS

Contact : Kelly Smith 01442 251 805 sbm@hoblettsjm.herts.sch.uk

Hirer :

XXXXXX

Contact : XXXXXX

Permitted Days

XXXXXXXXXX

Use of Premises

Access

Access is permitted to the XXXXXXXX

No other access to the School is permitted.

Security of Premises (keys & alarms)

A Keys have been issued for the Permitted Days only. At the end of the period the key is to be posted through the school letterbox.

The alarm is not set on days that Lettings take place.



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Any access codes should be kept private and not shared with any 3rd party under any circumstances. In the event of lost keys or shared codes charges to replace locks and reset alarms will be chargeable to the Hirer.

Hours of usage

The designated areas are to be used between the hours of XXXXXX only.

Occupational Terms

- Cleaning
Please leave the Permitted Areas clean and litter free. Additional cleaning charges at £15 per hour will apply if required
- Equipment (including safety checks)
Under the terms of this licence no school equipment is permitted for use. The tables and chairs within the rooms should be treated with care and used for the purpose for which they were intended.
- Car Parking
The car park immediately in front of the building is permitted for use.
- Food & Drink
Can be consumed in the building but areas must be cleaned and left litter free. Damage for any spillages may be charged for.

Rates and Charges

- Hourly / Day rate
The day rate of £50 per session is payable in advance. This is a discounted rate and may be subject to increase in the future.
- This is an all inclusive rate – no additional fees will be payable other than those referred above.



LETTING TERMS AND CONDITIONS

2. Premises

- 2.1 Users of the premises must remember that the building is primarily intended for other use and should be treated with care and respect.
- 2.2 Documents and equipment should not be touched and furniture moved only when necessary and replaced in its original position unless otherwise directed.
- 2.3 The Hirer is to confine his/her activities to the accommodation hired and is not to use any other part of the building except as is necessary for emergency access purposes.
- 2.4 At the end of the let it is the Hirer's responsibility to leave the accommodation in a satisfactory condition and to move the furniture back to its original position or to such a place as will facilitate cleaning. Failure to do this may result in an extra charge for the additional time spent cleaning as referred to in 1.4 above.
- 2.5 Hirers must not use any equipment or rooms not covered in this agreement unless the request has been agreed to in writing at least 7 days in advance of the let, by Hobletts Manor Junior School
- 2.6 The minimum letting period shall be 2 hours.
- 2.7 Consideration must be given to local residents with regard to noise and car parking
- 2.8 Any lettings may be subject to a trial period

3. Financial Arrangements

- 3.1 Hobletts Manor Junior School will set the charge within the following principle:
- 3.2 Lettings will include the cost of the Site Manager's attendance, heating & lighting, wear & tear and administration.



- 3.3 The full payment should be payable no later than 10 days prior to the hiring taking place.
- 3.4 VAT will be charged as required, in accordance with VAT rules.
- 3.5 Hirers will be given a minimum of 28 days' written notice of Hobletts Manor Junior School's intent to increase the letting charge.
- 3.6 Charges will be reviewed annually.

4. Insurance

- 4.1 All hirers must provide an original insurance cover note, which demonstrates Public Liability Cover for a minimum of £5,000,000. This document must be sent to the School together with this signed agreement.

5. Regulations

- 5.1 All persons hiring/using the premises will be expected to conform to relevant Health & Safety regulations and will be required to follow the instructions of the Site Manager, or his representative, at all times.
- 5.2 Smoking is not allowed on site at any time.
- 5.3 A representative of the organisation utilising the premises must complete a risk assessment form for the activity to be carried out. Hobletts Manor Junior School may request to see this at any time. The risk assessment form must state the maximum number of people who will be on site.

6. Termination

- 6.1 The termination notice period for a single event will be 14 days, and 28 days for a regular booking. In the event of breach of agreement, Hobletts Manor Junior School reserve the right to terminate the agreement with immediate effect.

7. Staffing

- 7.1 Where the premise is being used for a service that relates to contact with children the staff concerned (whether volunteers or paid workers) are subject to the policies of Hertfordshire County Council's Safeguarding



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Board and the legal rules and procedures defined by The Safeguarding Vulnerable Groups Act 2006 and any subsequent Acts pertinent to the service provided.

- 7.2 The qualifications of staff, management and volunteers shall meet the minimum legal requirements and suitable for the services to be delivered.
- 7.3 If the Service involves the care of children as defined by Ofsted Regulations, then the qualifications of staff and managers shall be subject to the National Childcare Standards currently prevailing.

8. Monitoring

- 8.1 Both parties under this Letting Agreement will meet on a regular basis to maintain a dialogue and communication channels to ensure that any problem or complaint is addressed at the appropriate level at the earliest opportunity.
- 8.2 The school shall be responsible for initiating formal procedures to deal with complaints that are of a serious nature utilising the schools existing disciplinary and grievance procedures.

9. Disputes

- 9.1 If a dispute arises between the parties of this Letting Agreement every effort will be made to achieve a local resolution. If unsuccessful, disputes should be referred progressively through senior levels of management.

10. Complaints Policy

- 10.1 The hirer must communicate its complaints procedure to all service users.

11. General Terms

Hobletts Manor Junior School must be first consulted before the name of the building is used on any promotional/marketing/advertising material, related to the letting.



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12. Signatures

We agreed to the terms and conditions above:

.....
NAME
School

DATE

.....
NAME
Hirer

DATE