

Blessed Thomas Holford  
Catholic College



**HIRE CHARGES**

**2021-2022**

## Hourly Rates £

ROOMS:	Monday – Friday <i>After 17:30 hrs (Term Time)</i>	Sundays & Bank Holidays
	Saturdays & School Holidays <i>(Open and close times negotiable)</i>	
Main Hall	£ 50.00	£ 70.00
Gym – First Hour	£ 31.50	£ 45.00
Subsequent Hours Rental	£ 15.00	£20.00
Small Kitchen use (Hot and Cold Water Only)	£20 (duration of the hiring)	£20 (duration of the hiring)
Sports Hall	£50	£50
Classrooms (+ First Additional Room) (+ Subsequent Rooms)	£ 18.00	£ 25.00
Setting-up Fees Chairs etc)	£ 10.00	£ 20.00
Fitness Suite	£20	£30

**Prices will be made available upon request for the hire of: IT Suites; Video Conferencing & Conference / Training Packages – including refreshments**

**Additional Services provided for external customers: Photocopying – A4 – 5p per copy A3 – 10p per copy / Booklet making and Binding (Price available on request)**

Items Available for use- Charges for use of equipment to be negotiated as required.
Multimedia Projector
Laptop or PC Workstation
WIFI
Hot water Urn

Charges shown are hourly rates and are net of VAT. Where applicable, **VAT must be charged**. Fees to be increased by 10% for insurance cover if none held by the hirer.

Variations of up to 20% for Charitable Institutions may be applied by the Business Manager.

All lettings are subject to the Terms and Conditions approved by the Governing Body.

Please complete and return to The Finance Office at Blessed Thomas Holford CC.

**Title:** ..... (Mr / Mrs / Ms / Miss / Dr / Other)

**Forename:** (in full please): .....

**Surname:** .....

**Address:** .....

.....

.....**Postcode:** .....

**Email:** .....

**Mobile:** .....

**Daytime Tel:** .....

**Evening Tel:** .....

**If acting on behalf of a Business; Club; Organisation etc, please state its full name and address including your position:**.....

.....

**I / we would like to book room (s):** .....

**Date (s):** .....

**Time (s):** .....

**Use of Premises:** .....

**Number of people attending:** .....

**Requirements (seating; equipment etc):** .....

**Is a licence required?:** .....

**Is Public Liability Insurance required? YES / NO** – proof of own insurance **MUST** be supplied to the college.

The terms and conditions of hire are enclosed with this form and must be read before agreement to hire is made either in writing or by verbal consent.

**Signature:** .....

**Date:**.....

Please return this form to The Finance Office, Blessed Thomas Holford CC, Urban Road, Altrincham. WA15 8HT

If you have any queries, please ring 0161 911 8084

## Terms and Conditions of Lettings

These conditions, together with the form of application to hire College accommodation, the conditional confirmation, the conditional of booking and the receipted account for the hire, shall constitute the contract between the College and the hirer(s).

### **1. Application**

All applications for the hire of the premises must be on the form provided and (subject to clause 2 below) the person(s) signing the application shall be deemed to be the hirer(s). The college reserves the right to refuse any application without explanation.

### **2. Capacity of Hirer**

Persons applying to hire College accommodation on behalf of unincorporated associations (e.g. clubs and societies), firms and companies shall:

- a) Disclose the fact on the application form and indicate the name of the association, firm or company and its principal place of business or (in the case of companies) its registered office
- b) Be deemed to have authority to enter into the contract on behalf of the association, firm or company and to bind it or as the case may be its partners, members and officers

### **3. Payment**

Twenty-five per cent of the charges, by way of deposit shall be due and payable on receipt of the invoice and if the charges are not so paid, the letting may at any time be declared void and the premises may be re-let to any other person by the College. The balance of the charges is due and payable twenty-eight days before the date of the hire and where there is more than one function, then before the first of those functions. If the balance of the charges is not paid, the letting may at any time be declared void and the premises may be re-let to any other person by the college. The College may agree to alternative payment arrangements. The College may revise the charges at any time without notice. The hire is made on the understanding that any increase or decrease in charges before the function date will be paid by the hirer or allowed by the college as appropriate. **Admittance to the premises is only permitted on production of a fully receipted account for hire to the caretaker.**

### **4. Electrical Equipment**

All portable electrical equipment including DJ equipment must have a current electrical test certificate for use within the building. A copy of the certificate must be handed to the hall keeper at the commencement of the function.

## **5. Seating Capacity and Equipment**

The maximum number of persons to be admitted and conditions of access and egress, if applicable should be supplied to the college at least seven days prior to the date of the hire. The hirer must ensure that attendees do not exceed the stipulated figures at any time during the hire. Gangways must not be interfered with in the interests of public safety. Entrance, exits, corridors and passageways must be kept clear of obstructions. Seating, lighting and other requirements should be specified at the time of the booking. No responsibility will be accepted by the College should the hirer fail to do so. The hirer is responsible for equipment in or brought to the premises. The College will not accept liability for any loss or damage attributable or arising out of the presence, use of condition of such equipment. Storage facilities for the hirers own equipment will not be provided by the College. It may be possible for the hirer to provide their own storage facilities by prior arrangement.

## **6. Cancellation by the College**

The College reserves the right to cancel any hire at any time without notice and without assigning any reason. As much notice as possible will be given. In such circumstances, the College can accept no liability for loss incurred as a result of such cancellation but undertake to refund any payment made or would endeavour to rearrange any booking. The College reserves the right to censor and cancel without liability of loss incurred as a result of such censorship or cancellation any play, sketch, lecture or any other performance or event.

## **7. Cancellation by the Hirer**

In the event of the hirer(s) wishing to cancel the booking, there will be a charge of 25% of the total hire charges incurred if the cancellation is more than 28 days from the function date. If less than 28 days' notice is given by the hirer(s), then the full hire charges will still apply.

## **8. Refusal of Admission**

The College reserves the right to refuse admission of any person to the premises and to require any person to leave the premises upon request by an authorised employee or agent of the College.

## **9. Performing Rights**

No copying dramatic or musical work can be performed unless the licence of the owner of the copyright is produced to the College before the hiring. The charges include (where applicable) all payments in respect of the hirer(s) liability under the Copyright Acts.

The hirer(s) shall indemnify the College against any infringement of copyright, which may occur during the hiring.

## **10. Indemnity and Insurance**

The hirer(s) agree to indemnify the College against actions, proceedings, claims, damages, awards or costs in respect of loss, damage, death or personal injury occurring during the period of hire.

The above indemnity must be covered by £10,000,000 Public Liability Insurance. Proof of such must be provided on return of the booking form. Should the hirer require this insurance, the College can do so at a rate of 10% of the total cost of the hire.

Refund of the 10% premium paid cannot be made once cover has been affected by the College.

## **11. Damage to the Premises**

It is the hirer(s) responsibility to protect the premises during a period of hire. If any damage occurs or is sustained during a period of hire (other than damage or destruction, which in the opinion of the College could not reasonably have been prevented) the hirer(s) shall forthwith indemnify the College against the same and in particular but without prejudice to the foregoing:

- i) The hirer(s) shall ensure that no nails, screws, etc are driven into any part of the premises
- ii) The hire(s) shall ensure that no French chalk, wax powder or crystals are applied to any floor. All floors must be kept protected.
- iii) The premises must be left in a clean and tidy condition. Any equipment used (subject to permission) must be returned to its original position

## **12. Preservation of Order**

The hirer(s) shall not permit any drunk and disorderly conduct to take place on the premises. No unlawful gaming shall take place on the premises and the distribution of cash prizes or any announcement thereof is strictly prohibited.

### **Access to Police and College officers**

The College reserves the right of entry to the premises at any time during the hiring for the Manager and other authorised employees or agents of the College and Police officers who shall have full power to enforce these conditionals and preserve peace and good order.

## **13. Advertisements**

Except with prior written consent of the College:

- i) No advertising of a commercial nature shall be permitted at the premises
- ii) No advertising matter shall be placed on the exterior of the premises except on the day of the event and in any case advertising only the event which is taking place, approved by the College and must be removed immediately after the event
- iii) The hirer(s) should before publishing, distributing or exhibiting the same submit to the College for approval a copy of all notices and tickets to be used in connection with the hiring

#### **14. Compliance with College Requirements**

The hirer(s) must comply with any requirement imposed by the College in writing to prevent damage to the premises, disturbance to residents or for any other reason. This agreement may relate to more than one hiring. If this requirement is not observed under this clause, on the occasion of any other such hiring, the College can review and if necessary limit the scope or refuse any hiring which has not yet taken place, without paying compensation to the hirer.

**Please note: the College has a NO Smoking Policy**

#### **15. Exclusion Clause**

The College is not responsible for:

- i) Any article brought onto or left in any part of the premises
- ii) Theft, loss or damage to any vehicles parked in any car park provided

#### **16. Catering**

Hirer(s) can self-cater subject to permission but access to the café kitchen for water only. Any breakages must be paid for and the all areas must be left clean and tidy as found.

#### **17. Car Parking**

It is the hirer(s) responsibility to ensure that people attending the premises comply with the Colleges conditions for car parking to ensure that such people park in a considerate matter without causing inconvenience to others.

#### **18. Agreement Contractual Only**

No part of the contract between the College and the hirer(s) shall create any right of property and the interest of the hirer(s) in the premises is a contractual licensee only.

#### **19. Risk Assessment**

A risk assessment must be carried out by the hirer prior to the hiring taking place. If as a result of the risk assessment the hirers feel that the facilities are not suitable for the purpose, they should not hire the facilities.

Blessed Thomas Holford Catholic College 11-18

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