

**Church Hill School  
Burlington Rise  
East Barnet  
Herts EN4 8NN**

**Telephone No: 020 8368 3431**

**Fax: 020 8368 1602**

**e-mail: office@churchhill.barnetmail.net**



LONDON BOROUGH OF BARNET

Church Hill School

CONDITIONS OF HIRE

**1. Nominated Organisers**

The hirer must nominate at least one person who will be on site during the period of hire to ensure that these conditions are adhered to. This person/persons must make themselves known to the custodian at the start of the letting.

**2. Area Hired**

The hirer must ensure that only the areas hired are used. It should be noted that for reasons of safety children must be supervised at all times within the building and grounds.

**3. Period of Hire**

The hirer must ensure that the event does not exceed the times booked. Failure to do so will result in a proportion of the refundable deposit, as determined by the school.

**4. Numbers**

The numbers of people attending at any one time or in total over the period of hire must NOT exceed the numbers indicated on the booking form and agreed with the school. Failure to comply with this condition of hire will result in the event being terminated immediately and no refunds will be made.

**5. Cleaning**

The hirer must leave the areas used, including the school grounds, in a reasonable state of cleanliness. All excess food, paper plates, cups, bottles, cans etc, (ie all rubbish), must be removed from the premises.

6. Fire Exits  
All fire exits, doors and corridors within the premises must be kept clear at all times.
7. Kitchens  
Throughout the duration of the letting the school kitchen area must NOT be used.
8. Noise Levels  
Due regard must be paid to the neighbouring residents. Noise must be kept at a reasonable level as determined by on-site staff.
9. Alcohol  
Alcohol cannot be sold on the premises without a licence obtained from the London Borough of Barnet. It is the responsibility of the hirer to obtain permission from, and show the licence to the Headteacher, in advance of the letting.
10. Visits by School Staff  
The Headteacher or an appointed deputy may at any time during the letting ask the hirer to comply with these conditions of hire. Refusal to do so may result in the hired premises being closed immediately on health and safety or environmental health grounds.
11. Insurance  
Hirers must take out Public Liability (Hirers) Insurance arranged through the London Borough of Barnet Insurance Section at North London Business Park – 020 8359 2000.

A deposit will be required along with a completed booking form before a booking can be accepted.

Full payment must be received at the School at least 2 weeks in advance of the date of the function, together with confirmation of Public Liability Insurance. Failure to pay on time may lead to the booking being cancelled and the non-refundable booking deposit will be retained.

## ACCOMODATION

### School Hall

- I. The school hall has been assessed to hold a maximum of 250 people. However this figure would only apply to a function which does not require chairs or tables. A function primarily involving eating at tables will reduce the capacity of the hall to approximately 120 people.
- II. A function which requires setting chairs out formally for an audience to view a performance would cater for a max of 200 people with appropriate gangways laid out.
- III. School electrical equipment is not available for hire and permission should be obtained from the school if electrical equipment is to be brought onto the premises.

## Studio

The studio has been assessed to hold a maximum of 100 people. The same conditions of hire will apply to this area as to the school hall.

## Grounds

The school grounds can be hired independently of the school building, and the toilet facilities may be made available at the discretion of the Headteacher.