



VENUE HIRE BROCHURE



THE PALMER CATHOLIC ACADEMY

Aldborough Road South, Seven Kings, Ilford, Essex IG3 8EU



An ideal venue for Private Functions and Sports Lettings

Modern Facilities

Competitive Rates

Excellent Location & Ample parking available

CONTACT DETAILS

Tel: 0208 590 3808

Email: lettings@thepalmercatholicacademy.org

FACILITIES

PALMER HALL & O'DONNELL HALL

These two connecting Halls can accommodate up to a maximum of 450 people for a private function

PALMER HALL, O'DONNELL HALL & SPORTS HALL

For the larger private functions the adjoining Sports Hall can be included which together can accommodate up to a maximum of 900 people

PLEASE NOTE:

We have on site tables & chairs for a maximum of 450 people – any additional requirements will need to be provided by the Hirer at their own cost

KITCHEN

A large modern kitchen is also available allowing the Hirer to warm up food for their function should this be required

PRICING

Palmer Hall & O'Donnell Hall from **£90.00 per hour**

Palmer Hall, O'Donnell Hall & Sports Hall from **£125.00 per hour**

Kitchen from **£10.00 per hour (min 4 hours)**

A **£100.00** deposit is needed to secure a booking – please contact us to check availability

A returnable deposit of **£250.00** is required as an indemnity against damage which may be caused to the premises. Please note that the Academy reserves the right to levy an additional charge of £10 per hour for security personnel to be on site for evening functions should it be deemed necessary; such eventuality will be discussed with the Hirer prior to the event taking place.

All prices quoted correct at time of going to press. E&OE.

FURTHER INFORMATION

If you would like to visit the Academy to view the Halls available for hire then please contact us to make an appointment. Unfortunately for operational reasons we cannot allow any viewings to take place before 3.30pm

TERMS & CONDITIONS OF HIRE

IMPORTANT - PLEASE READ

SIGNING THE APPLICATION TO HIRE FORM MEANS THAT YOU AGREE TO ALL OF THE FOLLOWING

1. Definitions

"Governors" means the Governing Body of the school or its authorised representatives

"Hired area" means that part of the school to be used by the hirer described in the Application to Hire form.

"The Hirer" means the person who has signed the Application to Hire form.

2. General

- The Hirer must be over 18 years of age
- The Governors reserve the right to refuse any application to hire the premises without stating a reason for doing so.
- Access is restricted to those rooms forming the Hired Area and to the hours stated on the application to hire form. Additional fees may be due if different or additional areas are used, or the hours of actual use exceed those stated.
- The Hirer shall be responsible for observing all regulations applicable to the premises stipulated by the Governors.
- The Hirer is responsible for the health and safety of all persons using the premises, and to be fully aware of the fire evacuation procedures in existence for the Hired Area.
- The Hirer is responsible for the actions of all persons that they allow access to the site, both in the areas designated for hire and any other part of the site where access can be gained.
- The Hirer will ensure that the maximum number of persons shown on the Application To Hire is not exceeded.
- The Hirer shall not bring onto the premises anything that may endanger the premises, their users, or any insurance policies relating to the premises
- Smoking is **not permitted** on the premises.
- For the duration of the period of hire a representative of the Governors will be allowed unrestricted access to all Hired Areas, as required, for the purpose of ensuring the Conditions of Hire are being complied with.
- The Academy's Code of Conduct for staff forbids employees from accepting cash from individuals or organisations. Please ensure that no such offers are made to school staff. Any small gifts of appreciation may be passed to the appropriate member of staff via the Headteacher or Business Manager.
- The Hirer shall not sub-let the premises or use them for any unlawful purpose.
- The Hirer, at the end of the letting, must leave the premises in a clean and orderly state, returning furniture to its position prior to use.

3. Site Staff Duties

The site staff on duty during your letting are responsible for

- Ensuring that the premises are open at the time agreed by the Hirer and the Academy
- Presenting the Hirer with a Health & Safety checklist prior to the commencement of the letting for signature
- Ensuring the security of the site at all times during the letting including regular patrol of the site and monitoring entrances being used. Entrances will generally be kept locked and made suitable for evacuation purposes only.
- Checking the site at the end of your letting for any damage and to ensure that the premises are left in a clean and tidy state.
- In the event of an emergency, telephoning for assistance (eg ambulance) and assisting the emergency services whilst on site.
- Remaining on site for the duration of the letting

Please Note:

The site staff are not allowed to change the starting or finishing time of a letting or to alter any of the conditions of hire.

4. Hire of Kitchen

If the letting includes Kitchen Hire then it should be noted that the Academy's Catering Representative will be on duty in the kitchen for the period of hire. The Representative is in charge of the kitchen at all times.

Please note:

- The kitchen is for warming food only. No cooking is permitted.
- No portable gas bottles are allowed anywhere on site.
- Under **NO** circumstances are persons under the age of 16 allowed in the kitchen area at any time
- Ovens and other gas appliances may only be lit using the Safety Matches provided
- The kitchen **MUST** be left in a clean and tidy condition at the end of the letting and within the hiring time agreed. The Representative will make cleaning products available to the Hirer. Should the kitchen not be left in a suitable state then an appropriate deduction will be made to the Hirer's deposit.
- All rubbish **MUST** be removed from the site by the Hirer.

5. Parking

The Academy has designated car parking and provision for additional car parking in the two playground spaces. There are no car parking facilities outside the Academy premises and the Hirer should advise their guests accordingly. The site may be accessed via the Aldborough Road South entrance – Please note that the entrance in Lombard Avenue is not in use during a private function.

6. Indemnities

The Hirer shall be liable for all damage to and/or special cleaning required of the premises, however occasioned, arising out of the hiring and shall indemnify the Governors against all loss, damage and expense whether directly or indirectly arising from the use. The Governors shall be the sole judge of the damage done and the costs incurred in rectifying the situation.

The Hirer will indemnify the Governing Body of The Palmer Catholic Academy in respect of any loss liability claim or proceedings whatsoever arising under Statute or Common Law for death or personal injury to any person whomsoever or damage to property arising out of or in the course of by reason of this hiring except where such liability loss or damage results from the negligence of the Governing Body of The Palmer Catholic Academy its servants or agents.

The Governing Body would recommend that the Hirers cover their liability with a suitable insurance policy.

7. Child Protection

The Governors of the Academy would like to draw attention to users of our facilities that they need to be aware of their Child Protection responsibilities and that the Academy has a Child Protection Policy in place. Hirers who wish to receive a copy of this policy may do so at time of booking and one will be provided.

8. Nuisance

No litter shall be left on, or about, the premises.

Users shall not park their vehicles in a way likely to cause a nuisance to local residents.

The activities of the users either on or off the premises shall not generate a level of noise or generate conduct likely to cause disturbance or discomfort to local residents.

Noise, particularly music, shall be no more than as deemed reasonable by the site staff.

No animal may be permitted onto the premises, other than trained guide dogs accompanying blind persons, unless specific written authority has been provided.

9. Gaming and Alcoholic drink

Alcohol is **not permitted** on the premises. No excisable liquors, or cigarettes or tobacco may be sold or offered for sale on the premises. Nothing shall be done on, or in relation to, the premises in contravention of the law as it relates to betting, gaming, and lotteries.

10. Charges for the Hire

The fees for hiring will be advised to you at time of booking. Charges are for actual use of the facilities and occupation of the site. Further charges may be levied if additional costs are incurred as a direct consequence of the letting.

A returnable deposit of £250.00 will be required as an indemnity against damage which may be done to the premises.

11. Payments

For Occasional Users:

A deposit of £100.00 will secure a provisional booking. This is to be paid at least **28** days before the hire date

Full payment must be received **21** days before the date of hire. This will include the balance of the hire amount **and** the indemnity deposit of £250.00. The return of the deposit would normally be within 21 days of the completion of the hire.

The Governors reserve the right to withhold all, or part of the deposit, if any of the stated rules or conditions of hire are contravened.

For Regular Users:

Payment of the amounts due shall be paid prior to the use of the facilities.

Hire invoices will be submitted on a monthly basis in advance, unless otherwise agreed in writing from the Governors, and must be settled before the commencement of the month being invoiced.

12. Cancellation.

A letting will be deemed to be cancelled if full payment has not been made within 21 days of the date of hire, and the deposit will be forfeited. If written notice of cancellation is received prior to the 21 days, then the deposit will be returned after any valid costs incurred by the Governors have been deducted.

The Governors reserve the right to cancel any booking if they believe that the Conditions of Hire will be broken by the Hirer or by persons associated with the Hirer, or if the premises are unfit for the intended use. In such an event, any fees already paid by the applicant for the cancelled hire period will be returned.

APPLICATION TO HIRE

Please Note: This form needs to be completed by the Hirer and returned to the Finance Department together with a £100.00 deposit at least 28 days before the date of hire. The balance of the hire, plus the £250.00 indemnity deposit must be paid no later than 21 days before the date of hire.

SECTION 1

Event Date:	
-------------	--

Start Time:	End Time:	Total Length of Hire: (rounded up to the nearest hour)

Please Note: These are the times that you and/or all your guests will arrive/depart, therefore it is vital that you include any/all preparation time and clearing up time within this hire times.

SECTION 2

I would like to hire: (please complete one row only)

	Rate	Rate x Total Length of Hire
Palmer & O'Donnell Hall (max capacity: 450)	£90.00/hour	

Palmer, O'Donnell & Sports Hall (max capacity: 900)	£125.00/hour	
---	--------------	--

SECTION 3

Number of People attending:		Nature & Further Details of Hire (Music played? etc.):	
-----------------------------	--	--	--

Please Note: If in the view of the Governing Body or site staff this event has more people attending or the event gives cause for concern that there may be more people attending than indicated, then the Governing Body reserves the right to terminate the letting with immediate effect and to withhold the repayment of any monies already paid.

SECTION 4

I would like to hire the Kitchen for the warming up of foodstuffs only (please complete if required)

Start Time:	End Time:	Length of Kitchen Hire: (rounded up to the nearest hour) MINIMUM OF 4 HOURS	Rate:	Rate x Length of Kitchen Hire:
			£10.00/hour	

Please Note: You must ensure that the Kitchen hire times are within your total hire times as indicated in Section 1

SECTION 5

TOTAL COST OF HIRE:	Section 2 Total + Section 4 Total =	
----------------------------	-------------------------------------	--

Please Note: The £100 deposit will be deducted from this balance. The £250 indemnity deposit is in addition to this Total figure. We can accept cash and cheques made payable to 'The Palmer Catholic Academy'

SECTION 6

Please complete in BLOCK CAPITALS

Full Name of Hirer:	
Address:	
Contact Number:	

I wish to hire the facilities as indicated on this form. I hereby acknowledge that I have read and understood the Terms & Conditions of Hire as laid out and I agree to be bound by such conditions. I agree to pay a £100 deposit which will be deducted from the total amount when I pay the outstanding balance. Should I need to cancel this booking and do not give 21 days written notice then I agree to forfeit the deposit paid. I also agree to pay a £250 indemnity deposit in addition to the outstanding balance which will be returned to me within 21 days after the event providing that no terms and conditions have been contravened. I understand that I am responsible for the behaviour and/or actions of all the guests attending my function. I will make my guests fully aware of the rules regarding smoking and alcohol, both of which are strictly forbidden.

Hirer Signature:	
Date:	

