



Conditions of Hire and Activity Provision

This document is relevant to all facility hire and any individuals, companies, charities or clubs running activities at Parkside School.

- Parkside School reserves the right to terminate any hire agreement at any stage. Regular hirers are required to give the School 3 months' notice should they wish to terminate their hire agreement.
- Any property and/or vehicles left on the school premises are done so at the owner's risk. Under no circumstances are vehicles to be driven onto the sports field. Please park in the designated parking areas and spaces only. Please make all participants and opposition teams aware that Parkside School is a residential site. Please drive sensibly and cautiously at all times. There is a 5mph speed limit and a one way system in operation. Please follow and adhere to the road signs.
- Parkside School accepts no responsibility for injuries or accidents to participants during their hire sessions. The School will notify the hirer(s) of unfit playing conditions of the sports pitches, giving as much notice as possible. However, if the activity is not cancelled by the School, pitch/facility safety is at the sole discretion of the responsible hirer who must decide whether or not the activity is safe to go ahead.
- Hirers are responsible for leaving all pitches and facilities used, including changing areas and toilets, in a clean and tidy condition. Rubbish must be put in appropriate bins and all lost property pertaining to the activity must be taken away by the hirer. For children's parties, please use bin bags and take all rubbish away with you.
- All equipment must be put away at the end of the hiring.
- Hirers may only use a form of marking tape that does not leave a residue. Any tape or other marking equipment must be removed after every session. Any cleaning costs incurred will be charged to the hirer(s).
- No food or drink is to be consumed in the gym and pool area. Any cleaning costs incurred will be charged to the hirer(s).
- Avoidable damage to the facilities, including lights, fire alarms, smoke fittings, window protectors, etc. and any other equipment, will be charged to the person, company or club running the activity or named on the booking form.
- When hiring Steeples, radiators and lights are to be turned off and windows must be shut at the end of the hiring.
- In an emergency, please contact Nicky Draper (PSE Commercial Director) on 07940 168566 or Eve-Lucille McCann (Bursar) on 07769 680715.
- Please report damage caused to any of the facilities as soon as possible to the Estates Manager, Rob Nicholls, 07447 433118.
- Hirers are only authorised to use the equipment and facilities they have booked. PSE Doc 14a provides the layout of facilities and pitches. PSE Doc 14b details the location of buildings, car parks, etc.
- The time of hire for football, rugby, cricket pitches and athletics ground is from half an hour before to half an hour after completion of a normal time match (unless prior arrangements are agreed). Hire slots and activities must not over-run due to late starts.
- No rugby/football boots to be worn in the sports hall, Steeples, classrooms or changing rooms. Only appropriate and non-marking soled footwear can be worn in the sports hall.
- The door codes to the sports hall and the tennis courts are available from Nicky Draper.
- Instruction on the use of specific equipment/facilities can be given prior to the initial hire.
- Cancellations of hire will result in a charge being levied for the full hire cost of the facilities.
- Ad hoc tennis court bookings must be confirmed by the PSE Director by email prior to booking.
- Please note that no dogs are allowed on site (excluding guide dogs).
- Our fees and charges are subject to change and will be reviewed annually.
- Invoices will be sent to the contact on the booking form unless other payee details are given or other payment instructions are agreed.

By signing this agreement you are confirming that you have received, read, understood and will adhere to the School Policies listed below. You also agree that you have informed all other parties involved in your hiring or activity of these policies (as relevant).

1. Fire Policy
2. Safeguarding Policy

A. If you are providing an activity:-

1. We require this PSE document (PSE Doc 1) to be signed and returned.
2. Documentation to be in place as set out by the safeguarding recruitment checks for PSE (PSE Doc 2).
3. It is a requirement that children participating in activities should not bring electronic devices on to the School site. Please see E-Safety Policy (attached where relevant).
4. It is a requirement that our data protection document (Doc 2b) is signed if you are providing activities for Parkside children (attached where relevant).

B. If you are hiring a facility:-

1. We require this PSE document (PSE Doc 1) to be signed and returned.
2. All individual companies, charities and clubs to have Public Liability Insurance up to £5 million. A copy of the insurance document must be provided before the hire commences.

Please complete details below and return to PSE Administrator, Saskia Hutchings
(hutchingss@parkside-school.co.uk)

Individual/Company/Club/ Organisation/Charity:		
Contact Name:		
Contact Number(s):	1.	2.
Email Address:		
Address:		

I have read the above conditions and made all participants aware of them and agree to abide by them. I understand that the hire agreement is at risk of termination if any of the above conditions of hire are broken.

.....
Hirer/Activity Organiser Signature

.....
Printed Name

.....
Date

.....
PSE Director Signature

.....
Nicky Draper

.....
Date