



Conditions of Hire for Children's Parties

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

- By signing this agreement you are confirming that you have received, read, understood and will adhere to the attached Fire Policy and Safeguarding Policy. You also agree that you have informed all other parties involved in your hiring of these Policies.
- Cover is provided by the School's insurance policy for which there is an additional charge of £10.00 surplus to the agreed hire rate. This payment is a condition of hire.
- All payments must be received at least 7 days prior to the event.
- 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.
- Please report damage caused to any of the facilities as soon as possible to the Saskia Hutchings, on 07725 590118 or hutchings@parkside-school.co.uk.
- 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 Saskia Hutchings.
- 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.
- 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.

Children's Parties - Booking Form

Name of person booking the party:

Name of child:

Contact details

Mobile:

Email:

Address:

Postcode:

Type of Party (Please tick as appropriate)

Birthday Party Football Party Water Polo Party Cricket Party

Swimming Party Art Party Science Party Music Party

Other Please specify

Area to Hire

Performance Hall Swimming Pool Pitches

Gym Steeples Tennis Courts Gym foyer for tea

Other Please specify

Date of Party:

Number of children expected:

Time of arrival:

Time of departure:

Bank transfer

Cheque

Lloyds Bank
Sort Code: 30-93-74
Account No. 60538668
Parkside Trading Company
Payment ref: **SURNAME**

Hire charge

£10 insurance

Total

I/We consent to PSE using this data for the purposes of managing the activity within the bounds set up by Parkside School's Privacy Notice

Please tick box accordingly

Signed:

Date: