



Braeside School, Buckhurst Hill



Coopersale Hall School, Epping



Normanhurst School, North Chingford



Oaklands School, Loughton

The Oak-Tree Group of Schools

Facilities Hire Contract

PAYMENT TERMS

A deposit of £200 will be required to be paid in full one calendar month prior to the commencement of the hire period in order to guarantee the booking. This will be refundable in full at the end of the period of hire if The Oak-Tree Group is satisfied that no damage/loss requires the use of all or some of the deposit.

Weekly hire charges shall be paid directly into The Oak-Tree Group's nominated bank account in advance. Failure to pay may result in the loss of a subsequent booking.

For one-off bookings, payment and the booking Application Form must be received on or before the date of the booking.

Cancellation of a booking will incur the full hire charge unless one month's prior notice is given in writing to the School.

THE OAK-TREE GROUP'S OBLIGATIONS

The Oak-Tree Group will permit the Hirer to use the pre-booked facilities within the dates and times agreed and as specified on the Application Form.

HIRER'S OBLIGATIONS

The Hirer will comply with Payment Terms and Conditions as stated above. The hirer must ensure:

1. Not to damage or alter the facilities hired or any other of the School's building, furniture or fittings therein, nor to damage or injure any person or the property of any person in the School's buildings and grounds.
2. That the facilities hired are left tidy and clean after the event.
3. To report any damage or need for repair to the named contact in The Oak-Tree Group, prior to letting the facility.
4. To pay for any damage incurred during the term of the let.
5. Not to access any areas other than those hired.
6. Not to affix anything to walls in any part of the School's buildings.
7. Not to behave in any part of the School's grounds in such a way as to be a nuisance or inconvenience to any other occupier of the building or occupiers of premises in the vicinity of the building.
8. Not to use any part of the School's Building for any illegal purpose or in such a manner as to bring the School into disrepute and in particular not to commit a criminal offence in the vicinity of the School's grounds.
9. To inform The Oak-Tree Group in writing if cancellation of the hire of facilities is necessary.

CONDITIONS OF BOOKING

The Hirer will comply with the Conditions of Booking as follows:

1. Booking applications should be made on the official form.
2. Bookings may be one-off, a series of dates or a block booking for a fixed summer or winter period.
3. A booking may be cancelled on a grass pitch by the School if the Grounds Manager deems the conditions are too wet or unsuitable for play.
4. The recommended footwear must be worn when using an Astro Turf.
5. The signatory to the booking application is responsible for ensuring the proper conduct of the organisation and its members whilst using the School's facilities.
6. On no account are children under 18 permitted to use the facility without adult supervision.
7. Start and finish times must be strictly observed as no changeover time has been programmed.
8. All activity must be confined to the booked area.
9. No smoking is permitted in any part of the school or grounds.
10. Dogs are not permitted in the School grounds.
11. All rubbish should be placed in the bins provided.

The Oak-Tree Group reserve the right to cancel any hiring, if the premises are required for use by the school and no alternative arrangements can be made. Appropriate notice of at least one month will be given to the hirer either offering alternative arrangements or a full refund for the period of hire cancelled.





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HIRER'S RESPONSIBILITIES

The Hirer will indemnify The Oak-Tree Group against all loss, damage, breakage or expense whatsoever that the School may suffer or incur as a result of any act or omission on the part of members of the party or guests attending the event.

The Oak-Tree Group will not be liable for the death of or injury to any person attending an event or activities organised by the Hirer, or for any losses, claims, demands, actions, proceedings, costs or expenses or other liability incurred by the Hirer in connection with the hiring of the School's premises.

The Oak-Tree Group will not under any circumstances accept responsibility or liability in respect of any damage or loss of any goods, vehicles or property of any kind brought into or left in the School's premises by the Hirer's guests.

TERMINATION OF CONTRACT

If there is any breach or non-performance of the Hirer's obligations of any terms or conditions of this Contract, The Oak-Tree Group may terminate this Contract forthwith by giving notice to this effect to the Hirer.

MISCELLANEOUS

The Oak-Tree Group shall have no liability to the Hirer or to any member of their party, in respect of any disruption in the supply of water, gas or electricity resulting from industrial action, Act of God or other circumstances beyond The Oak-Tree Group and the School's control.

NOTICES

The Hirer may serve any notice upon The Oak-Tree Group at The Oak-Tree Group of Schools, 6 Albion Hill, Loughton, Essex IG10 4RA. Without prejudice to The Oak-Tree Group's right to give notice in the circumstances set out in this Contract, and written notices given to or served upon the Hirer by The Oak-Tree Group may be posted to the Hirer's address as stated on the Application Form.

CONTRACT (RIGHT OF THIRD PARTIES) 1999

Unless it is expressly stated that the Contracts (Right of Parties) Act 1999 is to apply, nothing in this Contract creates rights in favour of anyone other than The Oak-Tree Group and the Agent/Client (here meaning the applicant whose name and other details appear in the application form only).

JURISDICTION AND CHOICE OF LAW

This Contract is governed by and shall be interrupted in accordance with English law and the parties hereby submit to the exclusive jurisdiction of the Courts of England and Wales.

<p>Signed on behalf of The Oak-Tree Group of Schools:</p> <p>Name: Victoria Picking</p> <p>Position: Group Lettings Manager</p> <p>Signature:</p> <p>Date:</p>	<p>Signed on behalf of the Hirer:</p> <p>Name of Contact:</p> <p>Company Name:</p> <p>Signature:</p> <p>Date:</p>
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