

Itchen College Hire Terms & Conditions

The document outlines the Conditions of Hire for facilities at Itchen College, particularly for events and activities, covering aspects like booking, cancellations, food, gym memberships, and general conditions of use.

Booking and Payments

- **Full Payment Required:** Payment must be made in full in advance unless otherwise agreed by the Manager. For bookings more than three months in advance, one-third of the total fee is required upfront, with the balance due three months before the event.
- **Hire Cancellations:**
 - Less than 7 days: full charge.
 - 8–14 days: 50% charge.
 - 15+ days: Refund at the discretion of the Senior Leadership or Manager.
 - More than three cancellations in three months: booking privileges suspended for 28 days.
- **Event/Party Deposits:** Non-refundable. Full payment refunds depend on cancellation notice (100% for 21+ days, 50% for 14 days, no refund for less than 7 days).
- **Food Bookings:**
 - Minimum of 10 people.
 - Full payment due two weeks before the event.
 - Hirers are responsible for allergy disclosures. The College does not guarantee food is allergy-free.

Statutory Requirements

(i) All statutory requirements, including those relating to health and safety and public entertainments, must be strictly fulfilled by the Hirer. Film, music, dancing, indoor sporting events and stage events may be considered regulated entertainment requiring authorisation from the local licensing authority. For all regulated entertainment, it is the Hirer's responsibility to inform the local Licensing Authority and obtain the appropriate licence; this applies whether tickets are sold, advertised, offered free, or open to all. Regulated entertainment is a licensable activity under the Licensing Act 2003 and must be authorised accordingly.

(ii) No musical works in the repertoire of the Performing Rights Society may be performed in public on the premises unless the Hirer has obtained permission from PRS for Music. No copyright material may be delivered or performed unless the consent of the copyright owners has been obtained by the Hirer. The Hirer must indemnify Itchen Sixth Form College against any action for breach of copyright.

Safeguarding, Prevent and Welfare Responsibilities

- **Mandatory Safeguarding Declaration:** All hirers (where appropriate) must confirm below that they have policies and procedures in place relevant to their activity, including:
 - Child protection and safeguarding
 - Preventing radicalisation
 - Photography/recording consent
 - Anti-bullying, grooming, and sexting
 - Health and safety
 - Public liability insurance (minimum £5 million recommended)
- **Verification of Policies:** Itchen College reserves the right to request and review copies of safeguarding, health and safety, and insurance policies prior to approving the hire. Failure to provide documentation may result in the hire being refused or cancelled.
- **Safeguarding Referral Guidance:** All hirers must be aware of how to report a safeguarding concern. Itchen College will provide information on safeguarding procedures and referral contacts as part of the booking's procedure. This includes local authority contact details (e.g., Children's Services) for immediate advice or reporting.

Attendance and Behaviour

(i) The Hirer shall ensure that the number of persons using the premises does not exceed that for which the application was made and approved. It is the Hirer's responsibility to ensure maximum capacities are not exceeded.

(ii) The Hirer shall be responsible for ensuring the preservation of good order for the full duration of the letting and until the premises are vacated. The Hirer shall at all times provide an adequate number of supervisors for any activity, who must be present throughout the hiring period. The Hirer shall be liable for damage caused by unruly or inappropriate behaviour.

(iii) It is the Hirer's responsibility to ensure that all those attending are made aware of their responsibilities and the insurance arrangements of both Itchen Sixth Form College and the Hirer.

General Conditions

- **Facilities Use:** Rooms must be returned to their original condition. Hirers are responsible for setup, cleanup, and removal of decorations.
- **Behaviour and Conduct:**
 - No disorderly conduct, abuse of facilities, or prohibited substances (alcohol, drugs, vaping, tobacco).
 - The College reserves the right to refuse entry or remove individuals violating conduct policies.

- Gym Memberships:
 - Must sign in/out.
 - Monthly upfront payment with no contract.
 - Induction required prior to use.

Health and Safety Policy

1. All visitors, including volunteers, are responsible for the safety of themselves and others. Their actions must not jeopardise the safety of others. Hazards must be addressed immediately and reported to the Community Events staff on duty.
2. All visitors, including volunteers, must ensure that dangerous chemical substances or appliances are not used in a hazardous manner. COSHH regulations must be adhered to at all times; appropriate training will be provided.
3. All visitors, including volunteers, must be fully aware of fire procedures and competent to carry out their duties in an emergency.
4. Whilst on site, all visitors, volunteers, and customers must adhere to the no smoking and no dogs policy.
5. There is a fully stocked, accessible First Aid box on the premises.
6. Any accidents to visitors or volunteers must be reported in the accident books held in the Community Reception.
7. The Health and Safety Officer conducts an annual risk assessment for Community operations.

Insurance and Liability

- Hirers must have appropriate insurance in place (where appropriate). Proof of cover may be requested.
- The College is not responsible for any personal injury, property loss or damage incurred during hire unless due to College negligence.
- Lost property will be retained for 14 days before disposal.

Accessibility and Miscellaneous

- Lift Access: Available but not guaranteed; subject to maintenance.
- Property Damage: The hirer is liable for any damage caused by attendees.
- Noise Management: Respect for local residents is required; amplified sound is only allowed with prior permission.

Acknowledgement and Signature

I, the undersigned, on behalf of the hirer named below, confirm that:

1. I have received, read, and understood all clauses of the Itchen College Hire Terms & Conditions, including Statutory, Safeguarding, Prevent, and Health & Safety requirements.
2. Where appropriate I confirm that my organisation holds and can produced on request appropriate:
 - Safeguarding and child protection policies (including Preventing Radicalisation)
 - Health & Safety policies
 - Public liability insurance (minimum £5 million)
 - Data protection/privacy compliance
3. I understand how to refer any safeguarding concern locally (e.g., via Children's Services) and have been provided with contact details.
4. I agree to immediately report any safeguarding incident or concern in accordance with Itchen College procedures.

Hirer's Organisation Name:	
Hirer's Authorised Signatory (print name):	
Signature:	
Position/Title:	
Date:	