

Testwood School

Testwood Lane, Totton, Southampton SO40 3ZW

Tel: (023) 8066 5499 Fax: (023) 8066 6514

Website: www.testwood.hants.sch.uk

Headteacher: Mrs J. Pitman

Community Manager: James Cross



Community Facilities – Application Form

Dates Required

Day(s) of the week required _____ Start Date ___/___/___ Finish Date ___/___/___

Time (24 hour) From _____ : _____ To _____ : _____

Facilities will be required during school holidays (tick appropriate box) Yes No

Facilities Required (tick appropriate boxes)

Whole 3G Pitch	<input type="checkbox"/>	Whole Sports Hall	<input type="checkbox"/>	School Hall	<input type="checkbox"/>
Half 3G Pitch	<input type="checkbox"/>	Half Sports Hall	<input type="checkbox"/>	Gymnasium	<input type="checkbox"/>
Grass Football Pitch (Junior)	<input type="checkbox"/>	Indoor Cricket Nets	<input type="checkbox"/>	Dance Studio	<input type="checkbox"/>
Grass Football Pitch (Senior)	<input type="checkbox"/>	Playing Fields	<input type="checkbox"/>	Resource Centre	<input type="checkbox"/>
Rugby Pitch	<input type="checkbox"/>	Changing Room(s)	<input type="checkbox"/>	Conference Room	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	_____			

Contact Details

Name of Organisation / Club _____

Name & Address of Applicant to whom correspondence may be sent _____

Home Tel. No. _____ Work Tel. No. _____ Mobile No. _____

Email Address _____

Name & Address of Applicant to whom invoices may be sent (if different from above) _____

Target Group – apart from the organisers, the proposed hire is exclusively for (tick appropriate boxes):

Young persons under the age of 18 or members of a registered youth group Yes No

Over 60 group or adult disabled Yes No

Would your club be interested in running an after-school club for Testwood Students Yes No

1. I have read, accept and agree to the regulations relating to the terms and conditions of lettings and agree to abide by the general conditions and any special conditions communicated to me.
2. I can confirm that all adults associated with the club/organisation have approved qualifications and up to date DBS checks.
3. I am over the age of 18.
4. Cancellation of facilities is required in writing at least 14 days in advance to the community department. Failure to do so will result in full charges being invoiced.
5. I understand that there may be a minimum charge unless there is a concurrent hirer.

Signed _____ Print Name _____ Date ___ / ___ / ___

Every Child, Every Step, Every Day

Facility Booking Terms and Conditions

Testwood School 2020-2021

1. In these Terms and Conditions 'the Hirer' means the person signing the 'form of application' and includes the club, organisation, or person, if any, on whose behalf the application is made and such club, organisation or person shall be jointly and severally liable hereunder with the person signing the 'form of application', 'the School' means Testwood School.
2. The contract for the hire of the School's facilities shall not be deemed complete until the standard 'form of application' has been signed by the Hirer and accepted on behalf of the School.
3. The use of premises must be restricted to the use and accommodation specified on the 'form of application', herein referred to as the 'Facility Booked'.
4. The School reserves the right to refuse or cancel any bookings without giving any reasons.
5. Hiring charges are revised by the School annually and any new rates will be applicable from September 1st each year. Irrespective of the charges in force at the time of booking, the actual charges made will be those in force at the date of use.
6. The Hirer shall, during the hiring, be responsible for the efficient supervision of the Facility Booked including the effective control of children, the orderly and safe admission and departure of persons to and from the Facility Booked; the safety of the Facility Booked and the preservation of good order and decency therein; ensuring that all doors and gates giving egress from the Facility Booked shall be kept unfastened and unobstructed and immediately available for exit during the whole time the Facility Booked is in use and no obstruction shall be placed or allowed to remain in any corridor giving egress from the Facility Booked.
7. If the Hirer fails to observe and perform any one or more of the stipulations contained in the foregoing provisions of this condition, the School may charge to and recover from the Hirer any expenses incurred by the School.
8. No booking will be allowed which involve the use of chemicals, fire or fireworks. Great care must be taken at all times by the Hirer to ensure that no hazardous materials or substances are brought on to the premises.
9. Intoxicating liquor may only be supplied and consumed on the premises with the relevant authorisation from the School. Hirers must obtain any relevant licence from the local council where necessary and comply with the licence granted.
10. The School, by its duly authorised personnel and The Academy Trust, shall have the right of free access to any part of the School at all times, including for the purpose of inspection.
11. The Hirer shall not assign or 'sublet' any of the rights in respect of the Facility Booked or any part thereof granted to the Hirer by the School and shall not use or permit or suffer the use of the Facility Booked for any purpose other than the purpose for which the same was hired.
12. The Hirer shall take good care of and shall not cause any damage or permit or suffer any damage to be done to the hired premises or to any part of parts thereof or to any fittings, equipment or other property therein and shall make good and pay for any damage thereto (including accidental damage) caused by any act or neglect of the Hirer or any person resorting to the Facility Booked by reason of the use of the Facility booked by the Hirer.
13. No advertisements, flags, emblems or other decorations shall be displayed outside any part of the School without previous consent of duly authorised personnel of the School.
14. Under no circumstances will the School make good or accept the responsibility or liability in respect of any damage or theft or loss of any property, goods, articles or things whatsoever placed, deposited, brought into or left upon the premises either by the Hirer for their use or purposes or by any other person or left or deposited with any employee of the School and the Hirer shall indemnify and hold the School and its employees harmless in respect thereof.
15. The School shall not be liable for any loss due to any failure of supply of electricity, leakage of water, fire, act of God, which may cause the Facility booked to be closed or the hiring to be interrupted or cancelled.
16. The Hirer shall be liable for and shall indemnify the School in respect of any loss, damage or injury which may be incurred by or be done or happen to the Hirer or any person or persons resorting to the Facility Booked by reason of the use of the facility booked by the Hirer. The Hirer is advised to take up insurance cover against all of their liabilities under this and under the preceding clause.
17. The Hirer is also advised to ensure a member of the Hirer's club or organisation is an appropriately qualified First Aider as the School cannot guarantee first aid support.
18. If the Hirer shall cancel the hiring of any Facility Booked for either one or more bookings the School must be notified at least fourteen days prior to the date on which such booking would otherwise have taken place.
19. No drinks shall be placed on the indoor floors and no drinks shall be taken onto the indoor playing areas.
20. The wearing of footwear likely to cause damage to floors and playing surfaces is forbidden (this includes the use of long metal studs on the Synthetic Turf Pitch).
21. Smoking is not permitted on the School site and neither are dogs (with the exception of guide dogs), any Hirer or person resorting to the Facility Booked by reason of the use of the Facility Booked by the Hirer found to be in breach of either of these may lose Hirers booking all together.
22. The period of hire includes preparation and clearing up time, it is imperative that the Hirer and all other persons resorting to the Facility Booked by reason of the use of the Facility Booked by the Hirer are clear of the Facility Booked and all litter is cleared up by the end time the Hirer has agreed to on the form of application.
23. The Hirer is responsible to ensure that the accommodation hired, including any fittings, equipment or other property therein, are left in the same condition and position as they were found. Furniture or school equipment must not be moved out or into a room without the approval of the duty caretaker.
24. No Hirer should proceed with the use of the School grass pitches if the condition of the pitch is likely to be damaged so that the pitch would not be in good enough condition for immediate further use.
25. Use of stage lighting, audio or visual equipment cannot be guaranteed. Hirers must seek consent from the School in writing in advance of the proposed hire. Such consent can be revoked at any time.
26. Clubs and organisations under the age of 18 must be supervised by an adult at all times whilst on the School site.
27. Licences are generally required for public performances. Hirers must ascertain whether a licence is required for their use of the premises. If a licence is required, Hirers must obtain the licence and ensure full compliance with the restrictions based upon that licence. Hirers must ensure they comply with the requirements of the performing rights society limited.
28. The hiring group will be invoiced one month in arrears. All invoices must be paid within fourteen (14) days of the date of invoice (see clause 29 for payment methods).
29. Payment is accepted either by cheque (made payable to Testwood School) or direct bank transfer to:

Sort Code:	30-90-34
Account Number:	26311560
30. In the event of a breach of any of the foregoing Terms and Conditions by the Hirer or any other person or persons resorting to any Facility Booked by reason of the use of the Facility Booked by the Hirer, the School reserve the right to cancel the hiring forthwith by notice in writing given to the Hirer.
31. In the event of any matter arising in connection with the hiring of the Facility booked which is not covered by these Terms and Conditions or in any agreement entered into between the School and the Hirer the School shall have full power and authority to deal with the same as they may in their sole discretion deem advisable.

