

## TERMS AND CONDITIONS OF HIRE

### Booking and Cancellation

1. The Thomas Alleyne Academy reserves the right to refuse or cancel any room hire requests it considers to be inappropriate. In this case the full payment and deposit will be refunded to the hirer.
2. Costs quoted are final and must be paid in full 7 days prior to the commencement of the hire date(s) unless otherwise agreed.
3. Cancellation of bookings must be 14 days prior to the hire commencement date. Failure to do so may result in the full hire costs being invoiced.

### Deposit

4. A deposit of £100 cash should be paid to the school no less than 14 days prior to the booking. Cheques should be made payable to The Thomas Alleyne Academy.
5. Any breakages or additional caretaking and cleaning costs associated with point 14 below will be charged for.
6. Returnable deposits will be returned after the date of hire (or after the last date of hire), less any deductions, with a credit note if required.

### Health & Safety

7. No smoking is permitted anywhere within the school grounds
8. No alcohol is permitted anywhere on the site unless a temporary alcohol licence is obtained or a mobile bar is onsite with its own licence
9. Persons under the age of 18 must be accompanied by an adult at all times
10. In the event of a fire alarm activation (a loud siren), all persons must evacuate the building immediately and assemble in the car park. Please refer to 'Fire Action' signs displayed in all rooms.
11. The duty caretaker will provide his mobile number to the hirer in case of emergency.

### Use of Premises

12. No balloons filled with gas or indoor fireworks are allowed inside the Main Hall due to the alarm system.
13. Tables can be used but must be carried when moved to prevent damage to the Main Hall floor, which dates back to the early 1900s.
14. Hirers are responsible for clearing their rubbish away and leaving the location clean and tidy. The basic rule is that the room and facilities should be left as they were found.

I agree to adhere to the terms and conditions above:

Name (Print)	
Signature	
Date	



## CONTACT:

To discuss a booking please contact The Thomas Alleyne Academy

Tel: 01438 344344

Email: [admin@tas.herts.sch.uk](mailto:admin@tas.herts.sch.uk)

Caretaker: Alan Mallam