



HARROW HIGH SCHOOL LETTINGS POLICY

Key points and summary

1. Harrow High aims to ensure the use of the school's facilities to the fullest potential. It is intended that the premises and sports facilities are available firstly, for the benefit of the learners and secondly, for local people consequently providing the school with financial income.
2. This policy aims:
 - To ensure that lettings are not in conflict with the fundamental purpose of the school.
 - To support community involvement in the life of the school.
 - To support the community in sporting, cultural and educational pursuits.
 - To be consistent with the school's equal opportunities policy.
 - To maximise the commercial opportunity for lettings.
 - To ensure costs are fully calculated and covered.
 - To provide a professional service to users of the school's premises and ensure good customer care.
 - To monitor the maintenance of the high standards of the premises and grounds.
3. The emphasis is to ensure staff are aware of their responsibilities and hirers' compliance with health and safety and insurance requirements. The policy is part of the Safeguarding and Health & Safety suite of policies.

Approved by the Full Governing Body on 16th July 2020

Review date: Spring 2023

Responsible for review: Head of Operations

Published on website: yes (part of Safeguarding suite)

Responsibilities

Overall responsibility for school lettings is held by the Governing Body who monitor the policy through the Finance & Staffing Committee. The Headteacher has responsibility to ensure adherence of the policy and practical responsibility for the policy is initially delegated to the Head of Operations in liaison with the Community Development Manager.

Community Development Manager responsibilities

To manage the day-to-day lettings of the premises and ensure effective communication between all parties concerned. To maintain accurate records for inquiries and bookings. To confirm bookings by letter (email) and issue contracts. To maintain a booking chart (outlook calendar). To maintain contact with hirers. To inspect insurance documentation. To consult with Site Manager, Assistant Finance Officer and Physical Education Department. To promote the facilities to the community.

Assistant Finance Officer responsibilities

To raise invoices and keep track of payment. (currently under Community Development Manager responsibilities) To advise the Community Development Manager of any outstanding invoices? To initiate legal proceedings in the case of bad debtors after consultation with the Head of Operations, Community Lets Manger and Finance Manager.

Site Manager responsibilities

To keep a diary of all lets. To book Duty Site Staff for lets. To organise cleaners when necessary. To keep the Head of Operations informed as necessary.

Duty site staff responsibilities

To ensure facilities are as required by hirers. To monitor all hirers to ensure all aspects of the contract are being adhered to and that facilities are left ready for school use. To provide a professional service to users of the school's premises and ensure good customer care. To keep Site Manager informed as necessary.

Curriculum Team Leader responsibilities

To liaise with the Community Development Manager to ensure communication of any events/bookings arranged after school or the extended day. To provide the Community Development Manager with full details of site users and any concessions arranged.

Charges & booking

All charges are to be reviewed annually and set at a commercially viable rate in consultation with the Head of Operations/Community Development Manager.

Classroom charges

Invoices are issued on a monthly basis for the hire of classrooms and other internal areas

Banners

An organisation may put up a banner on our railings provided the size does not exceed 1.7m x .65m and the school sees a proof in advance. The charge for a banner is £100 per year.

Banners are at the clients' own risk, Harrow High school is not responsible if banners are lost, stolen or damaged in any way.

Website

An organisation may advertise on Harrow High School's website for £50 **per year?** on production of an A5 flyer in pdf format

Facility bookings

Sports Hall, dance studio, drama studio, hall and classrooms are let and invoiced on a monthly basis. The school may consider, on an individual basis, a reduced rate for community sports groups at off-peak times. The sports hall cannot be used for lets during exam periods or the day/evening before or after examinations.

One-off bookings

The school receives numerous requests for wedding parties. Charges must be settled in advance of the occasion with half payable on booking and the balance due 4 weeks before the date. A £30 administration charge applies. The school also holds a £500 deposit which is returned if all aspects of the conditions of hire are met.

Staff requests

Staff wishing to book the school's facilities will be offered a 20% discount on the full cost.

Bookings

Bookings for the facilities arise by direct contact to the school. Whilst every effort is made to accommodate all requests, the school and current hirers are given priority. Other considerations include the type of event, Site Supervisor availability, the number of other lets, coinciding and the suitability of our accommodation. Where hirers appear to have similar focus groups, wherever possible, the initial hirer will be informed however, the final decision regarding agreement to hire rests with the Governing Body.

Health & safety

No smoking is allowed on site. The school has a responsibility to work within the framework of the law, however, hirers must take all reasonable steps to prevent injury, loss or damage to any person or property for the duration of the let. Hirers are responsible for arranging any first aid provision for the members of their organisation. In the event of an emergency, first aid items are held by the Site Supervisor. The school's telephone system may be used in the event of an emergency. H&S policy on evacuation outside normal hours is issued annually.

The school reserves the right to cancel any letting where the hirer fails to comply with health and safety issues (see Conditions of Hire information).

The school requires any electrical items used to have a PAT certificate.

The Head of Operations in consultation with the Site Manager will monitor the number of people on site with regard to safety in the event of a fire and insurance.

Safeguarding

All hirers who provide activities for children and young people are required to complete the Application for Hiring Premises form which indicates they have a Child Protection Policy.

Complaints Procedure

In the event of a hirer being dissatisfied with the facilities or service, the school will investigate in line with the Complaints Policy.

Terms and Conditions of Hire

Dear Client,

Please read the information in this document as it contains essential information regarding your hire of Harrow High School premises. It is important that your party keeps to the hours booked (please remember to add in setting up and clearing up time when you book) and that all Harrow High School facilities are kept in good order at all times. The right is reserved to cancel your booking if the terms and conditions of hiring are not met.

Hire of these premises is subject to the following conditions.

1. General Conditions

- 1.1 The Hirer must be over the age of 18 years; have completed the Application for Hire Form, have adequate Public Liability Insurance cover in place (see section 9) and have paid the required charges.
- 1.2 The Hirer is required to include preparation time and clearing-up time on the Application Form. Academy premises are generally unavailable for hire during normal term time Academy hours or later than 10pm. All other times are by negotiation. The Academy is not available for hire on Bank Holidays or between 24th December and 2nd January.
- 1.3 The Hirer, on arrival, should report any damage, litter or disorder immediately to the Site Supervisor on duty.
- 1.4 The Hirer is responsible for ensuring the number of people on site during the period of hire does not exceed the number given on the Application for Hire Form.
- 1.5 The Hirer is responsible for leaving the premises hired in a clean, neat and tidy condition and must place rubbish in black bags, which must be deposited in the external refuse bins. In the interests of hygiene, hirers are requested to ensure that disposable nappies are not left on the Academy's premises. **If the Hirer fails to leave the premises clean, neat and tidy, the Academy's cleaners will clean the premises and will charge the cost to the Hirer.**
- 1.6 The Hirer is responsible for the area of the premises hired and access and exit routes for the period of hire. The Hirer shall not assign or sublet the premises or any part of the premises.
- 1.7 The Hirer is responsible for ensuring that the let finishes promptly. The Academy will charge for the extra costs incurred for any delay.
- 1.8 All publicity for the hiring and all admission tickets etc. shall explicitly contain the name and address of the Hirer and the purpose of the event. Notices can only be displayed within the Academy site with the Academy's prior agreement. The Hirer is requested to inform the Academy in advance if the media is expected.
- 1.9 The Hirer agrees to pay the Academy on demand the cost of repairs or making good any loss or damage arising out of or incidental to the hiring.

- 1.10 **No intoxicating liquor shall be included in the refreshments available at any functions without the Academy's written consent.** No intoxicating liquor may be sold at an event without the necessary licences and approvals, which must be produced by the Hirer and shown to the Academy in advance.
- 1.11 Parking is permitted in the playground (5 mph speed limit). Vehicles must not be parked where they would cause an obstruction. The Academy cannot accept liability for valuables or possessions that are lost or damaged in any way on or off the Academy premises.
- 1.12 The Hirer may use the Inner Quad if booked in advance. Ball games are prohibited in this area.
- 1.13 When classrooms are hired, the Hirer is responsible for ensuring the Harrow High School pupils' property; work or equipment is not interfered with in any way.
- 1.14 Regular hirers of classrooms or sports facilities are assumed to attend each week and must notify the Academy of any absence without delay by contacting the Academy on 07745 996 587. A charge is levied whether or not the facility is used.
- 1.15 Hirers are responsible for getting out and putting away all sports equipment used in the appropriate place.
- 1.16 All furniture should be returned to its original position at the end of the let.
- 1.17 Do NOT use or move teacher's equipment in classrooms, e.g. calculators, books, markers, pens etc.
- 1.18 **DO NOT WRITE ON THE INTERACTIVE WHITEBOARDS** – Whiteboards may be used with hirer's own laptop and relevant cables, or by logging in using the guest log in details. Any issues must be reported to the Site team on the day. Any damage incurred will be charged to the hirer.
- 1.19 The Academy prohibits the use of fireworks.
- 1.20 No candles are permitted on site.
- 1.19 You must not bring the following items to School – alcohol, cigarettes, matches, lighters, drugs, aerosols, any offensive weapon, replica guns, fireworks, pornographic materials or any other item deemed by the School to be detrimental to the health and safety of other users.
- 1.20 No smoking is allowed on the Academy site.
- 1.21 Refreshments may only be consumed in the dining hall. No food and drink may be served or consumed in the Academy hall or any other areas.
- 1.22 Authorised Officers of the Academy may enter the premises at any time for any reason during the let.
- 1.23 The Academy may terminate the letting if the Hirer fails to comply with the Conditions of Hire or with Fire and Health and Safety regulations.
- 1.24 Any event deemed to bring the Academy's good name into disrepute can be cancelled at any time by the Academy
- 1.25 Publicity materials used must be approved by the Academy in advance.
- 1.26 The hirer is responsible for carrying out a risk assessment including for Covid 19,. The Academy will require the hirer to provide a copy of this assessment to the Headteacher.

- 1.27 Should the hirer need to call the emergency services during a let the duty site manager must be informed.
- 1.28 Waste paper should be placed in the blue recycling bins in each classroom. Please remove staples or binding. Laminated paper should not be put in the recycling.
- 1.29 All waste from an event should be placed in a bin in the bin compound. Each bin used will be charged at £20 and agreed with the site team at the end of hire.

2. Booking Charges with effect from 1 October 2022

Single bookings for the hall and dining hall will be subject to a fee of £30 to cover administration costs.

Where more than 200 people are present a surcharge of £100 is charged.

Main School Hall	Weekdays: £70 per hour* Weekends: £100 per hour*	+ £500 Security deposit (refundable)
Dining Hall	£70 per hour*	+ £500 Security deposit (refundable)
Dining Hall & Kitchen	£100 per hour*	+ £500 Security deposit (refundable)
Main School Hall, Dining Hall & Kitchen Package	£200 per hour*	+ £500 Security deposit (refundable)
Main school classroom	£20 per hour*	
Sixth Form Centre classroom	£30 per hour*	
Library	£50 per hour*	
Theatre/Lecture Room	£50 per hour*	
Sports Hall	Weekdays: £55 per hour* Weekends: £65 per hour*	
Dance studio	£30 per hour*	
Drama suite	£30 per hour*	
Sole usage charge	£25 per hour maximum	Applies if a hirer is the sole user of the site at any time in addition to normal hire charge
Surcharge	£100 per hour	For groups of 200 or more
Banner Max size 1.7m x .65m	£100 per year	Banner max size 1.7m x .65m Banners are put up at clients; own risk. Harrow High school is not responsible if banners are lost, stolen or damaged in any way.
Page on Harrow High Website	£50 per year	Please supply an A5 size pdf flyer
Bins	If a hirer's rubbish fills up a whole bin - this will be charged at £20	

*plus 7% Public Liability Insurance (unless provided by the hirer – proof will be required – please see Condition 9)

Regular weekly bookings will be assumed to attend as indicated by the dates agreed on the booking form.

Invoices will be raised in advance. No refunds will be made for non-attendance.

3. Hire of Equipment

Please indicate which items you would like to hire if applicable.

~Equipment Hire	Deposit	Cost per hour	Time required	Total
Screen, PC in the hall	£75	£15		
Mics – wired and wireless	£30	£10		
Presenter	£20	£5		
Bowling Machine and 12 balls	£110	£12.50		

Technician's set up time is charged at £25. Deposits will be returned on receipt of all working equipment.

Cleared funds must be received before the booking takes place.

Payment can be made in the following ways

- Bank transfer 30 – 93 – 92 account 37534468 with your organisation's name as a reference.
- Over the phone by credit or debit card
- Cheques made payable to Harrow High School (post-dated cheques will not be accepted)
- Cash (during office hours 8am – 4pm)

Site team's mobile is 07745 996587 – whoever is on duty can be contacted on this number.

3.1 Single bookings for the Hall/Dining Hall (with or without use of Kitchen) require payment at the time of booking. A booking fee equal to 50% of the total letting fee to be paid. The balance must be received not later than 21 days prior to the hire. Cheques are payable to **Harrow High School** and cannot be post-dated. The Security Deposit of £500 is also payable at the time of booking and is refundable provided that the Academy has incurred no extra costs due to damage, cleaning requirements, loss or additional payments to the site staff. In the unlikely event of extra costs being incurred the Academy will contact the Hirer at the earliest possible opportunity. All returned security deposits will be made by cheque to the original payee.

3.2 Cancellation charges are applied as follows:-

- One month or more notice – full refund of fees less £50 administration charge.
- Less than one month but more than 7 days – 50% of fees paid.
- 7 days or less notice – no refund.

3.3 The Academy reserves the right, in exceptional circumstances, to cancel the letting at any time without giving the reason. In such an event, the fee paid shall be refunded in full but the Academy shall not otherwise be liable for damages in respect of such cancellation.

4. Duty Site Supervisor responsibilities

The Duty Site Supervisor is the Academy's representative and is responsible for staying on site throughout the period of hire and making sure that, before, during and at the end of the letting, the following are adhered to:

- a) That the premises are unlocked at the agreed time as stated on the Application for Hire Form and subsequently agreed by the Academy
- b) That the premises are in a safe and satisfactory condition for the Hirer

- c) That the premises remain secure during the let by regular patrolling and monitoring of the entrance(s) being used.
- d) That the premises are checked before and at the end of the let (with a representative of the Hirer) for damage and to ensure that they have been left in a neat, clean and tidy condition
- e) That, where the same accommodation is hired by more than one group on the same day, the accommodation is checked between each letting.
- f) That, as far as practical, users of the site do not behave in a manner likely to cause injury to themselves and/or others, or to result in damage to the Academy or its contents
- g) That, in the event of an emergency, appropriate assistance (e.g. ambulance) is summoned. In the event of a fire alarm being triggered, ensuring that all persons follow the fire instructions in clearing the building.
- h) Duty Site Supervisors cannot change any aspect of these Conditions of Hire.
- i) Duty supervisors will do their best to ensure your event runs smoothly. On rare occasions things can go wrong. If they do, we will do our best to put things right in a friendly and helpful manner.
- j) Our staff will treat you with respect and courtesy. We ask that our staff are treated the same way and are not insulted, abused or threatened.

5. Health and Safety

- 5.1 Hirers who use the premises to hold classes for children must provide a Child Protection Policy which the Academy will hold on file.
- 5.2 It is illegal to smoke (including e-cigarettes) on any part of the Academy site.
- 5.3 Permission to use the premises will not be granted if, in the opinion of the Academy, it is likely that the let would create unreasonable disturbance or inconvenience to the residents in the neighbourhood or would interfere with any existing occupations or Academy activity. Hirers are requested to respect the Academy's neighbours' rights.
- 5.4 The Hirer must secure the preservation of the law and order and take all reasonable steps to prevent injury, loss or damage to any person or property on all occasions during the hire.
- 5.5 The Hirer must arrange for an adequate number of responsible stewards to be present throughout the period of hire to assist in the preservation of order. At no time during the hiring may the number of persons present exceed the maximum stated in the application for Hire Form. Failure to comply with this condition may result in the let being terminated.
- 5.6 The Hirer is responsible for arranging first aid provision for the period of hire.
- 5.7 Where permission has been granted to enable the premises to be used for the purposes of a youth organisation, no member of that organisation may enter the Academy unless the Hirer (or representative) is present on the premises and members of the organisation may remain on the premises only as long as the hirer (or his representative) is present.
- 5.8 The Security Alarm System will be set for all areas not hired. This will not in any way impede the use of the premises hired or emergency escape routes.

- 5.9 Any electrical equipment brought on to the premises must have up to date PAT tested certificates.
- 6.0 Furniture should not be moved into the corridors and should not block any Fire Exits.
Any furniture which is rearranged must be returned to its original position at the end of the hire.

IMPORTANT NOTICE

The Environmental Health Officer of the London Borough of Harrow issued the Academy with a Notice (July 1994) acting under his powers for the control of pollution and noise abatement. **This Notice prohibits loud music in the Academy Hall by hirers at any time.** It is essential that this condition is complied with. Noise must not be above the normal level created by conversation or small groups of live singing. Music may be played quietly but may not be played at a level that could be considered to be a nuisance. The arbiter of the noise level is the Duty Site Supervisor and any failure to comply with his or her instructions will lead to the cessation of the event.

If you are in any doubt concerning your particular event please contact the Environmental Health Officer at the London Borough of Harrow.

6. Additional facilities

- 6.1 No additional staging, curtains, decorations or scenery may be erected without the Academy's consent, which will only be given if all of these items are rendered non-flammable and removed at the end of the let. Storage facilities cannot normally be provided. The use of sticky tape on any surface is prohibited.
- 6.2 The use or movement of Academy clavinos and piano is granted only on application to the Academy and must be carried out under the supervision of the Duty Site Supervisor.
- 6.3 Chairs and furniture may not be removed from classrooms without the Academy's consent. Chairs for the Hall are included in the hire charge. No items of furniture may be taken onto the Academy's grounds.
- 6.4 No adaptations, modifications or additions may be made to any part of the electrical installations in the Academy.
- 6.5 Use of the Academy's facilities, such as audio visual equipment, computers and photocopiers is not generally allowed however, applications will be considered on an individual basis.
- 6.6 The Academy must be advised if food is being brought onto the premises. Cooking is not permitted but by prior agreement, food may be reheated in the ovens. The burners on top of the cooker may be used to boil water. No portable cooking equipment is allowed on the premises. Sinks may be used but not the sterilising sinks. No other equipment such as pans, cutlery or plates may be moved or used. The kitchen, including cookers, work-tops, sinks and floors must be left clean.
- 6.7 The use of a film projector with non-flammable films may be permitted on request.

7. Harrow Inspection Unit (Under 8s team) Guidelines about the registration of day care.

- 7.1 The legislation for the registration of day care is set out in the Children Act 1989.
If you have children under 8 who attend classes run by your organisation and they are in your care in non-domestic premises for 2 hours or more per day you must by law be registered. To apply for registration please contact the Registration and Inspection Unit on 8424 1948 between 9am and 11am on weekdays and speak to the Duty Officer.

8. Applications by External Organisations Providing Activities for Children and Young People

To ensure that all organisations who use the premises comply with the guidelines recommended by the Local Safeguarding Children Board and Department of Education (DoE), detailed below are some requirements we expect all organisations to be able to answer and provide evidence of, where requested:

The point of contact for access to the file of professional and character references of all staff that have contact with children.

A Child Protection Policy which includes specific arrangements for dealing with the event of a child being uncollected after the activity finishes.

Copies of DBS checks on all staff before they are left unsupervised with children. A named person within the organisation responsible for Safeguarding

A record of appropriate qualifications and registrations held by staff.

Registration details with an appropriate registered body as applicable.

9. Insurance Cover

9.1 Public Liability insurance (PLI) must be in place to protect the Hirer against injury, loss or damage caused to third parties or their property.

9.2 The Hirer must indemnify the Academy in the minimum sum of £5million against all public liabilities and evidence of cover must be provided before the let takes place.

9.3 Where the hirer does not have appropriate public liability insurance cover and is an individual or a non-profit making organisation/charity, this will be provided by the Academy at a cost to the hirer of 7% of the hire charge. Proof of your status will be required.

9.4 Where the hire is a concession, insurance will be applied to the full hire charge before any concession is applied.

9.5 Where the hirer charges members of the public for the service it is hiring the premises for, the hirer may be deemed to be a profit making concern. It will therefore be the responsibility of the hirer to provide evidence of adequate Public Liability Insurance cover as in 9.2 above as the Local Authority Insurance cover will not suffice. The Public Liability Insurance must be taken out in the name of the organisation/business and not in the name of an individual. If the hirer cannot provide evidence of adequate cover, the hire will not be permitted. Further clarification can be sought from the Academy Finance Office.

10. Copyright and Public Performances Licences

10.1 The requirements in connection with the issue of licences for public dancing, music or any public entertainment must be strictly fulfilled. A Hirer who is organising entertainment for children must have regard to the requirements of Section 12 of the Children and Young Persons Act 1993.

10.2 No musical works in the repertoire of the Performing Rights Society may be performed in public on the premises except on payment to the Society of the appropriate fee. It is the responsibility of the Hirer to

ascertain whether works to be performed are in the repertoire of the Society. A list may be obtained from the Secretary of the Performing Rights Society Ltd., 29/33 Berners Street, London W1.

10.3 No lecture, play or opera, drama, musical or other work in which copyright subsists shall be delivered or performed on the premises unless the consent of the owner of the copyright has been previously obtained. No performance of any recording, no disc or tape etc., in which any copyright subsists shall be given on the premises unless the previous consent of Phonographic Performance Ltd has been obtained by the Hirer. The Hirer must make his/her own enquiries as to the existence of any copyright.

10.4 The Hirer shall indemnify and keep indemnified the Academy from and against all costs and claims and demand, which may be made for any breach or infringement of copyright.

11 FIRE - PLEASE READ CAREFULLY

In the event of a fire, the fire brigade have said (16.03.2000) they need to know:

- Are all persons accounted for?
- The location of the fire.
- The best route to the fire.

Please note the following:

If you detect a fire, do not put yourself at risk but activate the alarm by breaking the glass. A continuous bell will sound. The assembly point is on the grassed area beyond the football pitches.

Outside normal hours means:

After 6pm Monday to Friday, all day Saturday, all day Sunday and when the school is not in session during holidays.

Instructions

All personnel must evacuate the building.

Do not go through the building to the assembly point (grassed area beyond football pitches).

Do not use the lifts.

Do not re-enter the building until the all clear is given.

Evening Site Supervisor responsibilities

The Evening Site Supervisor is responsible for establishing the location of the fire/emergency and directing the Emergency Services and all staff on site. The Evening Site Supervisor must ensure a list of hirers and staff on site is readily available. The Evening Site Supervisor should advise the Site Manager/Head of Operations of the incident, at the earliest appropriate time.

Harrow High staff responsibilities

All senior staff on site should radio the Evening Site Supervisor to offer assistance e.g. phone 999 or help clearing the building of staff and members of the community. Harrow High staff should ensure everyone is evacuated safely but not put themselves at risk.

The Community Development Manager is responsible for issuing this policy to all new hirers at the start of their contract and all existing hirers on an annual basis.

Organiser responsibilities

Each let should appoint a responsible person to be in charge in the event of any emergency. This responsible adult must ensure all members are registered and checked to be safe at the assembly point. If any person is missing, they are responsible for advising the evening site supervisor immediately on 07745 996587. Fire evacuation routes are displayed and must be followed. Organisers should ensure no fire exit or corridor is blocked.

Use of 2 way radios

In the event of an evacuation please keep all radio communications to a minimum.

Cars on site

Please do not leave cars in a position that may obstruct the evacuation of the building or the entry of emergency vehicles.

Vandalism

Misuse of fire extinguishers is unacceptable; it is a criminal offence. Misuse is potentially dangerous and may threaten everyone's safety. Any person caught misusing fire-fighting equipment will be charged £50 (the cost to refill an extinguisher). Our community police officer will be informed and a meeting arranged.

APPLICATION FOR HIRE AT HARROW HIGH SCHOOL

Booking Form

Name of Organisation/Business											
Registered Address of Organisation/Business (for invoicing purposes)											
Nature of Organisation/Business											
Contact Name (if different from above)											
Contact Address (if different from above)											
Telephone number(s)											
Email address											
Type of Activity											
Area(s) to be hired											
Numbers attending											
Date and times for Hire/Function (<i>For Single Use</i>) Date: ___ / ___ / 20 Time: From.....To.....											
Please note: You must include sufficient time to prepare the Hall and clear up when indicating the hours you require.											
Regular Hirers											
Usual Time: Dates: - please fill in each date required in each month below.											
Sep	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug

Regular hirers - please indicate if you would like to hire during school half terms and holidays.

Hire of Equipment

Please indicate which items you would like to hire if applicable.

~Equipment Hire	Deposit	Cost per hour	Time required	Total
Screen, PC in the hall	£75	£15		
Mics – wired and wireless	£30	£10		
Presenter	£20	£5		
Bowling Machine with 12 bowling balls	£110	£12.50		

Interactive Whiteboards: No charge but please indicate below if you will be using them.
You will need to bring your own laptop.
Instructions will be supplied.

I will require the use of the whiteboard in the classroom YES - NO

I represent a non-profit making charity/organisation, have provided proof of my status and require the Academy to apply a 7% Public Liability Insurance charge to my invoice

OR

I have provided proof of adequate Public Liability Insurance cover. (please tick one)

I represent a profit making organisation and have provided proof of adequate Public Liability Insurance cover

OR

I do not have my own public liability insurance and require Harrow High to apply 7% public liability charge to my invoice (please tick one)

I have read the Conditions of Hire (including the Fire Instructions) and discussed the hiring of the premises with the Academy. I agree to abide by all the conditions.

If Applicable.

If you are teaching children under 18 please give the school a copy of your Child Protection Policy.

I confirm that all adults in my organisation hold a current DBS certificate. YES NO

*Signed (on behalf of the hirer)

Print Name: _____ Date: _____

Signed (on behalf of Harrow High School: _____ Date: _____

*Please sign and date this form and return to Laura Morrison, Community Development Officer by email sfisher7.310@harrowhigh.com signature to be scanned) or by post.

Payment can be made in the following ways

- **Bank transfer** sort code: 30 – 93 – 92 account number: 37534468
Provide your organisation's name as a reference.
- Over the phone by credit or debit card
Finance Office direct lines are 0208 8617304 or 020 8861 7305
- Cheques made payable to Harrow High School (post-dated cheques will not be accepted)
- Cash (during office hours 8am – 4pm)

020 8861 7305/ 020 8861 7302 - Site team telephone 07745 996587 - www.harrowhigh.com