

MARAZION SCHOOL LETTING APPLICATION

Please complete this form clearly in block capitals

Name

Address

.....

.....

Postcode

Contact Number

Organisation

Facilities Required

Nature of Function

Date(s) Required

Time(s) Required

Date of Application

Do you require Hirer's liability insurance? YES / NO (please delete) see condition 21 over leaf from more details.

I certify that I am not less than 18 years of age and accept responsibility for the observance of the Letting Conditions (over the page) and that I agree to pay on demand the lettings charge hereby incurred.

I hereby indemnify the Governors of Marazion School and the Local Authority against all claims in respect of injury, loss or damage (including school property) arising from this letting. In requiring this undertaking the Local Authority does not seek to absolve itself from liability as owner/occupiers of the premises.

Cancellations - We require 48 hours notice for cancellations or the full fee will be charged.

Signed Date

Name (block capitals please)

For further details please contact the Secretary by email secretary@marazion.cornwall.sch.uk or on 01736 710618.

MARAZION SCHOOL LETTING CONDITIONS

1. The rooms normally available for general hire are the school hall and the adjacent kitchen:
 - a. The hall is suitable for social events, rehearsals, large meetings, training etc
 - b. The kitchen is suitable to cater for meals, refreshments etc
2. The hirer will be responsible for the premises in the event that the caretaker is not required to be present.
3. Hirers must leave the premises in the same condition as they are found. This refers to furniture, fitting and general cleanliness.
4. All external doors and windows must be secured, electrical appliances and lights turned off at the end of a hiring. For longer term lettings hirers may be responsible for setting the alarm.
5. The hirer must sign a letting agreement form after agreeing to the conditions of hiring including a statement of costs.
6. The hirer may cancel a booking giving 48 hrs notice in writing. Less than 48 hrs notice will result in the full fee being charged.
7. The school governors reserve the right by notice to the hirer to terminate the hiring at any time for reasons outside of their control and to return to the hirer any monies paid by way of deposit but the governors shall not be under any liability to the hirer for loss or damage they may sustain arising out of such termination.
8. Any damage to the premises, facilities and equipment will be paid for by the hirer. **Please note that stiletto heels are not permitted on the hall floor.**
9. No access to classroom areas will be permitted.
10. There is no drinking, music, dancing or singing licence and the hirer must apply for a temporary licence to the County Council and Local Magistrates respectively for an events licence, and the hirer shall ensure that any conditions attached to such a licence or permission are complied with.
11. The school is a **NO SMOKING** area. No smoking is allowed on the premises, including the external areas.
12. The hirer must visit the premises prior to the letting in order to familiarise themselves with the premises. The hirer is required to conduct a risk assessment prior to the letting taking place and provide the school with a copy.
13. Refuse bins are provided and rubbish should not be placed elsewhere.
14. Free sitting up time during the school day may be permitted by prior arrangement with the school.
15. The school accept no responsibility for any loss or damage to property left on the school premises after the hiring.
16. The hirer must not block any exits nor place obstructions on the corridors and ensure access is clear for emergency services.
17. No fixings should be attached to the walls or floor, but the fixing of additional materials to the walls or floor can be carried out by arrangement with the school.
18. Parking of cars must be restricted to designated parking areas. Access routes for emergency vehicles are to be kept clear. The school accept no responsibility for any loss or damage to vehicles parked on the school grounds.
19. The governors reserve unto themselves and their officers, servers and agents a right to entry to every part of the premises at any time when duly authorised to enter.
20. The hirer is not permitted to sub-let the premises. The premises can be used only for the purpose outlined in the application.
21. An additional charge of 10% will be added to the letting fee if you require the schools liability insurance.
22. During the day visitors must sign in and comply with regulation set out in the evacuation procedures attached to the signing in book. Out of school hours the hirer is responsible for ensuring the evacuation procedures are followed, a copy of which is attached.

Evacuation Procedures

In the event of a fire being discovered, the following sequence should be followed:

Raise the alarm

The alarm should be raised as soon as a fire is discovered or suspected (however small). Any individual can raise the alarm by activating the Fire Alarm. This can be done by way of a Break Glass Point.

A fire can also be detected automatically by way of a smoke or heat detector. There are 28 (heat & smoke) detectors at Marazion Primary School.

Evacuation Procedure

1. On hearing the alarm everyone should proceed in single file and in an orderly manner, by the nearest safe route direct to the [final place of safety](#) noted below.
2. As everyone leaves the building, **all doors which will not be used again during the evacuation are to be closed behind them where practicable.**

Call the Fire Brigade

All outbreaks of fire, or suspected fire irrespective of size, should be immediately reported to the Fire Brigade. This must be done by way of calling 999 and requesting the Fire Service. Calling the Fire Service must not be delayed whilst searches are made to check whether or not it is a false alarm. Such delays can prove fatal.

Marazion School, School Lane, Marazion, TR17 0DG

Final Places of Safety (Assembly Point)

There are two Final Places of Safety at Marazion Primary School.



Primary - playground



Secondary - football pitch
at rear of school