

Newington Green Primary School



**One off special events at
Newington Green Primary School**

Newington Green Primary School

One off special events at

Looking to celebrate a Christening, birthday, or family event?

Check out our facilities at: <http://newingtongreen.co.uk/community/our-facilities/>

Main hall only party package- £600

Main hall includes stage area, staged seating, grand piano.

Car parking for 8 cars.

01.00am site lock up, midnight party end. Set up from 1.00pm. 12 hour hire total.

Main hall and Dining hall party package- £1,000

Main hall includes stage area, staged seating, grand piano.

Dining hall includes circular tables with fixed seating of 8 seats on each table 17X tables- total 136 seats

Car parking for 8 cars.

01.00am site lock up, midnight party end. Set up from 1.00pm. 12 hour hire total.

For other charges, or shorter time periods, please contact the school office.

Prices are inclusive of VAT.

Catering

The school's catering provider, Caterlink, can be commissioned separately to quote for event catering. They can offer drinks and food packages ranging from cold and hot buffets, to sit-down served meals, canapes or finger food.

Caterink can cater for approximately between 50 and 500 people onsite.

Please contact the school office to get a quote for your requirements. 8 weeks' notice before an event is needed. Quotes can be processed within 3 weeks.

Catering can be brought in by your own catering provider, and the school kitchen can be used. During the period of hire a member of the school catering team will be on site to provide use of the kitchen equipment etc.

Drinks

Hirers can bring in their own alcoholic and/or soft drinks, but if service is required this will be at an additional cost through the school or external catering provider.

Please see information about licencing at the end of the hire agreement. Caterers will need to apply for a temporary licence, so please be aware of this when hiring.

Newington Green Primary School -Policy for parties, weddings and one off events

In these Terms & Conditions: The 'Governing Body' means the Board of Governors of Newington Green Primary School. The 'Hirer' means the person named on the Newington Green Primary School official booking form.

The following are the Conditions and General Principles under which permission to occupy school rooms, halls, kitchens and/or other facilities owned by the Governing Body will be granted:

1. The completion of an official Newington Green Primary School 'Booking Application Form' shall be regarded as acceptance of the Terms & Conditions.
2. Booking applications will only be accepted from individuals over eighteen years of age.
3. The person who signs her/his signature on the application form (either as an individual, or as the official representative of an organisation), will be the person to whom permission to hire facilities at Newington Green Primary School will be granted. That individual will be responsible for the full observance of the Terms & Conditions set out in this document [and payment of all fees mentioned herein]. Any breach of these Terms & Conditions either prior to, or on the day of hire, may result in the hire being terminated and all monies paid forfeited, without recourse to compensation. Newington Green Primary School reserves its right to claim against the person[s] entering into this agreement for breach of terms & conditions.
4. Newington Green Primary School facilities may not be used for:
 - Commercial gambling, games of chance, including sweepstakes or any forms of lottery, except such lotteries deemed not to be unlawful by virtue of any enactment relating to the Gaming, Lettings & Lotteries Act, or any amendments thereof.
 - Activities initiating, promoting or inciting racism, sexism, violence, homophobia, or promotion of the anti- equalities agenda
 - Any purpose deemed by the Governing Body as lessening or detracting from the good name and reputation of Newington Green Primary School
 - Any purpose likely to create unreasonable disturbance, nuisance or inconvenience to neighbours.
5. No hirer may sub-let the facilities hired to them at Newington Green Primary School, or offer any part thereof to another individual/organisation.
6. Newington Green Primary School has in place Public Liability Insurance in respect of the hiring of its facilities. This policy indemnifies the Governing Body in respect of claims by third parties for injury or damage occurring during, and in direct connection with a hire under the terms of the hire agreement.
7. The Governing Body will not accept any responsibility for incidents or injuries which may occur, or be sustained by any person using or visiting Newington Green Primary School facilities during the period of a private hire. The Governing Body will also not accept responsibility for any loss of or damage to any property belonging to such persons, except in so far as is mandated by the Laws of England and Wales.
8. In the event of any person sustaining injury or loss while on Newington Green Primary School premises as a result of a school letting, the hirer is required to provide written notice to the Head Teacher within forty-eight hours of any such incident being brought to her/his attention and shall also provide the Head Teacher with all such further information as may be required.

9. All persons using or coming onto Newington Green Primary School site in pursuance of any permission granted to the hirer shall be deemed to do so, in all respects, at their own risk.

10. By completing and signing a Booking Application Form, a hirer also agrees to indemnify the Governing Body, together with its officers and servants for all loss, damage, costs, demands, expenses or charges which the Governing Body (in respect of any matter arising out of the hire and is not covered by said policies of insurance effected by the Governing Body) might sustain and, or if the obligation to give notice of any accident, damage or proceedings is not fulfilled by the hirer, then the hirer will pay the Governing Body, upon demand, all such sums as may be payable by reason of this indemnity.

11. The hirer will also indemnify the Governing Body for all possible loss and damage which may be sustained (as a result of the letting), to property and facilities belonging to the Governing Body. This will include the cost of replacement and re-statement of any damage. Any replacements and repairs will be undertaken solely by Newington Green Primary School and the hirer will not be allowed to directly supply replacements or supervise any repairs.

12. Should damage or unnecessary interference with school property occur during a hire, the Governing Body may prohibit the organisation or individual hirer responsible from further use of the school premises at its absolute discretion and the Governing Body reserves the right to pursue such legal action as it may deem appropriate including, but not limited to, recoupment of all costs of repair in addition to damage deposit being held.

13. Newington Green Primary School facilities will not be available for private use on occasions when they are required for activities associated with the school, or when the facilities are required for any other educational purpose. In addition to the above statement, Newington Green Primary School facilities will not be made available when the Governing Body consider that the proposed private use may hamper, or restrict the proper functions of the school.

Newington Green Primary School also reserves the right to refuse request for hire, for any reason.

14. The Governing Body reserves the right to cancel a booking in extreme or unforeseen circumstances. Prior notice will always be given as soon as practicable and an alternative date for cancelled session(s) will be arranged, if possible, or the cost of the session(s) refunded.

15. Where a hirer wishes to cancel a booking, at least 28 days notice is required must be given to the school Office. Where the above conditions are met, no charge will be levied for the individual session cancelled and in the case of a terminated contract booking, advance payments for sessions not utilised will be refunded in full.

16. The booking of school premises may not be so far in advance as to affect the requirements of the school. Generally the period of advanced booking for an individual event or function may not exceed eighteen months.

17. No alteration or addition to the electrical installations at the school may be made. Windows must remain closed through the period of the hire to keep noise nuisance at a minimum for neighbours.

18. No additional staging, curtaining or scenery may be erected without the previous consent, in writing, of the school Office. Any such additions as may be authorised will be removed forthwith at the expense of the hirer at the end of the event/function.

19. No fixings (screws, staples, tacks, sticky tape, 'blu tack', etc.) to the structure or fabric of any part or area of Newington Green Primary School site are to be used, without prior consent from the School Office.

20. NO SMOKING IS PERMITTED ANYWHERE ON Newington Green Primary School site.

21. In the event of a fire the hirer must ensure that guests evacuate the school premises by the nearest exit and assemble in the designated areas as shown on local signage. The hirer must ensure that she/he is fully aware of the exit fire doors and emergency means of escape prior to the start of the hiring in order to comply with this condition.

22. Newington Green Primary School site may only be hired outside operational hours in term time. Weekends and school holidays - between 7.00 a.m. and 01.00- functions must finish at midnight.

23. The amount of time the school facilities are hired for a private function or event at Newington Green Primary School must take into account the function or event period, together with any equipment deliveries and collections, setting up and dismantling, hall decorating, table laying, rehearsals and any other times that anyone involved in the event or function require on the school site prior to and at the end of the event or function.

24. Intoxicating liquor may not be brought to or consumed on Newington Green Primary School site without permission of the school office, and where permission is granted, only intoxicating liquor provided to persons without charge may be consumed except where any other consumption is permitted in accordance with the Licensing Act 2003 as amended whereupon any such licence issued by the competent Authority must be provided to the Governing Body in advance of the event. See licencing information below.

25. It is the responsibility of the hirer, once permission has been received from School Office, to obtain all licences legally required for public dancing, live music etc.

26. The hirer is responsible for satisfying him/herself that caterers have in force appropriate insurances and that they comply with the relevant Food Act, as all food preparation and hygiene by retained caterers is the responsibility of the Hirer.

27. Where caterers have previously been retained for functions/events held at Newington Green Primary School and failed to comply with 'good practice', including Health & Safety regulations, the Governing Board reserves the right to refuse permission for them to operate again from Newington Green Primary School and/or to report such caterers to the relevant Authorities.

28. Newington Green Primary School's hiring charges:

Main hall only party package- £600

Main hall includes stage area, staged seating, grand piano.

Car parking for 8 cars.

01.00am site lock up, midnight party end. Set up from 1.00pm. 12 hour hire total.

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The Headteacher or the Governing Body has the authority to vary the charges as per the market conditions, discounts applicable to returning customers, registered charities, special promotions etc.

A refundable deposit of £750.00 is required when making a booking and this is payable towards damage, excessive untidiness and/or running over the agreed time. The deposit will be refunded approximately four weeks after the function as long as the terms and conditions of the booking have been complied with.

FULL PAYMENT of an invoice will be due 28 days prior to the date of the function. Non-payment will result in the cancellation of a booking together with forfeiture of the deposit.

Written notice of cancellation must be received in the school Office by the earliest possible date. Where cancellation is less than 28 days before a function, the FULL AMOUNT of the hire cost will be due.

There will be an additional charge of £150.00 if the school site is not fully vacated within the time specified on the booking form. After one hour, the full deposit of £750.00 will be forfeited.

Information:

Note on licences from Islington Council:

"If alcohol is essentially bring-your-own, hirers have purchased it and brought it with them for their guests to consume for no charge, then no licence is required. If there is a paying bar, then a licence will be needed."

With regard to entertainment, under Deregulation Bill 2015:

"Local Authority property, hospitals and schools when hired out can carry out any Licensable entertainment (Such as live or recorded music) between 08:00 to 23:00, with a maximum of 500 individuals and staff at the premises (if premises allowed such a number). After 23:00 you will require a licence".

Hirers must apply for their own licence through Temporary Event Notices, please see the link below.

<https://www.islington.gov.uk/business/licences-permits-registration/alcohol-and-entertainment-licences/temporary-event-notices/overview#guide-sections>

This policy was ratified by Governors on 9/3/2018.