



# KENMORE PARK SCHOOLS Premises letting Conditions of Use (Agreement) 2024/2025



1. Condition of Use Agreement form to be completed and adhere to these conditions. There is no room for any further negotiation.
2. Condition of Use Agreement form to be submitted in advance on termly basis as we need to make arrangements for staff cover.
3. Block Blocking form must be completed half a term prior to the letts confirming the dates, type of premise required.
4. Deposit of 50% to be paid prior to the first week of the letts. The reminder payment to be made on the last week of the letts on termly basis.
5. Invoices will be sent to you as stated above.
6. Concession rate of 40% may be applied subject to proof of Charity status. This must be provided in advance of the booking to ensure accuracy when calculating lettings charges. (Please provide the school with Charity number where applicable).
7. There will be no further negotiation or changes to the booking as we believe that this is a genuine lett and in line with the agreed and in line with the approved lettings charges for 2024 - 25.
8. The hirer must adhere to the school's Letting and Condition of Use agreement at all times. There will be no further room for negotiation for change or discount.
9. The school will require the details of Safeguarding Lead who has completed Level 3 Safeguarding Training within last 3 years. A copy of their training certificate to be provided along with the organisations most recent Safeguarding Policy updated in line with the most recent version of Keeping Children Safe in Education. An updated version must be provided following any annual reviews, further updates or revisions (at least annually).
10. The hirer is responsible for arranging any First Aid provision for their organisation's members whilst on the premises and have a fully stocked First Aid Kit. Details of the qualified first aider on site must be provided.
11. A letter of assurance stating DBS details of all adults working with children should be provided in advance of the let commencing.
12. If the organisation holds a Public Liability Insurance Policy. A copy of is policy should be provided.
13. Hirer will provide details of their Health and Safety training and procedures (including policy and risk assessments)
14. The school has the right to terminate the lett where the hirer has failed to adhere to the agreement following a written notification by giving a half terms notice where the lett has been running for more than 50% of its booking duration if not the hirer reserve the right to decline any future letting requests made by the organisation. (please refer to the Premises hire policy)

**Signed by hirer:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

**Date:** \_\_\_\_\_