

WHAT'S AVAILABLE

CLASSROOMS

Monday - Thursday £16 per hour
Saturday £36 Sunday £41

CONFERENCE FACILITIES [Seating 16]

Monday - Thursday £21 per hour
Saturday £36 Sunday £41

DANCE STUDIO

Monday - Thursday £26per hour
Saturday £41 Sunday £46

DRAMA STUDIO

Monday - Thursday £21 per hour
Saturday £36 Sunday £41

JUBILEE HALL & CANTEEN

Monday - Thursday £26per hour
Saturday £41 Sunday £46

MAIN HALL (Drama Hall) 162 Sq Mtrs

Monday - Thursday £21per hour
£26per hour if using seating
Saturday £41 Sunday £36

QUEENS HALL [Sports Hall] 471.90 Sq Mtrs

Monday - Thursday £26per hour
Saturday £41*Sunday £46*
* first/Last hour then £21 thereafter for either day

MUGA

Monday - Thursday £26per hour
Saturday £41*Sunday £46*
* first/Last hour then £21 thereafter for either day

C.F.E. - ICT Facilities

Monday - Thursday £24per hour
Saturday £41Sunday £46

SPORTS FIELD

£21 per hour
Sat £26 Sun £26

Prices correct at September 2019

Other facilities available upon request.

Opening Times

Main School office hours:

08:00 - 16:15 Monday – Thursday

08:00 - 15:45 Friday

Term time only

Lettings Officers

Mr Derek Crofts

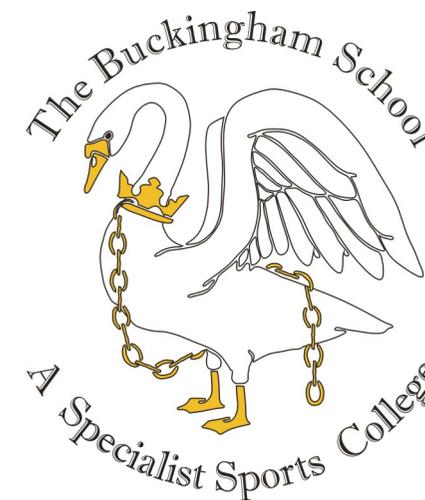
Mrs Gail Newall

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Buckingham
Bucks
MK18 1AT

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Terms and Conditions of Hire

Serving the Community

Success for All through Achievement,



1. All bookings and charges are subject to review at any time.
2. All hires must ensure suitable arrangements are in place with regard to the safeguarding of children and child protection.

The school reserves the right to terminate the contract if the hirer fails to have these arrangements in place. If you have any questions regarding this please contact the school.

The hirer will be required to provide evidence that CRB checks have been carried out upon request.
3. Any electrical equipment brought into the school must have a valid DBS Certificate.
4. The School reserves the right to cancel at any time, particularly in the event of a special function and especially at exam times.
5. All bookings are subject to Bucks County Council conditions of hire, a copy of which is available on request.
6. Lettings are made on the understanding that the County Council are indemnified by the Hirer against any loss, damage or accidents during the use of the premises by the Hirer except where such loss, damage or accident is directly attributable to the negligence of the County Council or officers of the County Council.
7. The Hirer **MUST** return a copy of their insurance policy with the completed booking form. Failure to do so will render the hirer liable to a payment of 10% of the booking fee in order to be included in the School's Public Liability Insurance scheme.
8. No booking will be accepted or confirmed until all sections of the booking form have been completed and the terms and conditions agreed to. All bookings run from April 1 to March 31 unless otherwise agreed.
9. A group wishing to hire facilities. Must nominate one person to act on its behalf. The booking form and any further correspondence must be signed by the nominated person. Any subsequent changes or requests can only be made by the nominated person.
10. The Hirer must be over 18 years of age and be the person that signs the application for hire. Such persons shall be responsible for the payment of the fees payable in respect of hiring and for the observance and performance in all respects of the conditions and stipulations herein contained.
11. The Hirer must ensure that the person or persons responsible for the hire are familiar with the Emergency procedures and have due regard for their general responsibilities for the health, welfare and safety of the public throughout the duration of the hire.
12. Hirers are liable for the good behaviour of persons attending their events. All breakages or damage to the fabric of the building will be charged for.
13. Where a booking is dependant on the hirer obtaining Grant Aid, the School cannot accept the booking until the Grant Aid has been approved.
14. All cash payments can only be substantiated by production of an official receipt.
15. **Cancellation** - Charges may be made against any hirer cancelling their booking[s] less than 28 days from the start of the booking. Please note all cancellations **must** be in writing to **The Lettings Officer, The Buckingham School, London Road, Buckingham MK18 1AT.**
16. Accounts run from April 1 to March 31 inclusive and invoicing will reflect this. Invoices **must** be paid within 28 days from the date of invoice. Failure to do so will result in legal action being taken and immediate cancellation of subsequent bookings.
17. The booking time must include any setting up and putting away of equipment at start and finish of sessions.
18. If in the judgement of the School, additional stewards are needed to patrol an event; such personnel will be engaged and charged for after the event. The Hirer will be advised of costs as soon as is practicable.
19. Parking of cars and other vehicles shall be restricted to the designated parking areas. Any vehicles are left at owners own risk.
20. If the hirer is hiring the Queens Hall (Sports Hall) during a weekend a deposit of £50 is required to be paid in advance for the keys to the Hall. The keys must be collected from the school reception during the working week before the booking starts.
21. Any overdue accounts will be passed to the County Secretary and Solicitors Department for recovery proceedings to be instigated.

RULES TO BE OBSERVED AT ALL TIMES

- (a) **Appropriate footwear [non-marking soles] to be worn in the Queens Hall and Dance Studio.**
- (b) **No food or drink to be brought into the Queens Hall.**
- (c) **No alcohol to be consumed on the site at any time (unless appropriate licence has been obtained).**
- (d) **Smoking anywhere on the school site is strictly prohibited.**
- (e) **All appropriate performance permissions must be obtained.**
- (f) **All appropriate licences must be available to be seen and kept with the hirer whilst the booking is taking place.**
- (g) **The hirer is responsible for familiarising themselves with the procedure for the evacuation of the premises, the escape routes and assembly points, and shall be familiar with the fire-fighting equipment available.**