



# **Stantonbury Campus**

## **Hire of Campus Facilities**

excluding the Leisure Centre and Theatre

**April 2009 - March 2010**

# Hire of Campus Facilities

## Introduction

Stantonbury Campus has a wide range of facilities which are available for hire by individuals, community groups and businesses.

We can accommodate small meetings to wedding receptions, theatrical productions to large sporting events.

This brochure provides information about hire of Campus facilities, excluding the Theatre and Leisure Centre, for which separate information is available.

## Contents

- Campus Facilities
- Prices
- Conditions of hire
- Hire agreement
- Application for hire of Campus facilities

For further information, please telephone:

**Theatre**

**01908 324422**

**Leisure Centre**

**01908 324466**

**Campus  
facilities**

**01908 324404**

## Campus Facilities

<b>Room</b>	<b>Classroom - general</b>	<b>Suitability</b>
<b>Size</b>	7 x 8 m (typical)	General classroom activities
<b>Capacity</b>	30 people	
<b>Equipment</b>	Tables and chairs. Most have a whiteboard.	
<b>Room</b>	<b>6th Form Common Room</b>	<b>Suitability</b>
<b>Size</b>	14 x 10 m	Meetings, rehearsals
<b>Capacity</b>	90 people seated	
<b>Equipment</b>	Tables and chairs	
<b>Room</b>	<b>Dance Studio 2 (G26)</b>	<b>Suitability</b>
<b>Size</b>	14 x 10 m	Dance classes where no shoes are worn
<b>Capacity</b>	30 people	
<b>Equipment</b>	None. Hand rails are fitted.	
<b>Room</b>	<b>Dance Studio 3 (U23)</b>	<b>Suitability</b>
<b>Size</b>	12 x 12 m	Dance classes where no shoes are worn
<b>Capacity</b>	30 people	
<b>Equipment</b>	None	
<b>Room</b>	<b>Dance/Drama Room (U25)</b>	<b>Suitability</b>
<b>Size</b>	10 x 9 m	Rehearsals, dance classes, drama
<b>Capacity</b>	25 people	
<b>Equipment</b>	None	
<b>Room</b>	<b>Drama Studio 1 (G27)</b>	<b>Suitability</b>
<b>Size</b>	12 x 10 m	Rehearsals, dance classes, drama.
<b>Capacity</b>	30 people	
<b>Equipment</b>	None	
<b>Room</b>	<b>Drama Studio 2 (U1)</b>	<b>Suitability</b>
<b>Size</b>	11 x 9 m	Rehearsals, dance classes, drama
<b>Capacity</b>	30 people	
<b>Equipment</b>	None	
<b>Room</b>	<b>The Diner</b>	<b>Suitability</b>
<b>Size</b>	31 x 11 m	Private functions.
<b>Capacity</b>	180 people seated	
<b>Equipment</b>	Tables and chairs. The kitchen is available to hire at extra cost	

Audio-visual equipment is available to hire.  
Please ask for a current list.

To obtain a booking form and/or additional information about  
Campus Facilities please telephone **01908 324404**

## Campus facilities – hire charges

There are two pricing categories for bookings: commercial and community.

The commercial rate applies where there is the potential for the hirer to make a profit.

Each price category has a discounted rate, for those who hire facilities for either 25 sessions or 25 days in one academic year.

### PRICES 2008-09

Campus Facilities	Community		Commercial	
	Standard Rate (per hour)	Regular User (per hour)	Standard Rate (per hour)	Regular User (per hour)
Classroom	£10.00	£7.50	£20.00	£15.00
6 <sup>th</sup> Form Common Room	£16.00	£12.00	£32.00	£24.00
Dance Studio 2	£20.00	£15.00	£40.00	£30.00
Dance Studio 3	£20.00	£15.00	£40.00	£30.00
Dance/Drama Room	£18.00	£13.50	£36.00	£27.00
Drama Studio 1	£18.00	£13.50	£36.00	£27.00
Drama Studio 2	£16.00	£12.00	£32.00	£24.00
The Diner (excl kitchen)	£30.00	£22.50	£60.00	£45.00

Please note:

- i. additional costs will be incurred where a booking takes place outside the Campus' normal working hours. You will be advised of this at the time of booking
- ii. hirers should be familiar with the booking conditions included in this booklet
- iii. applications for hire must be made on the form included in this booklet

For more information and to book Campus facilities, please telephone:

**Campus Facilities**  
**01908 324404**

## **STANTONBURY CAMPUS – LETTINGS CONDITIONS OF HIRE**

### **1 Definitions and Interpretation**

In these Conditions of Hire:-

- a. "Hirer" shall mean the person making the application for the hire of the whole or part of the Premises
- b. "Hiring Agreement" means the hiring agreement for the Premises which the Hirer will be required to sign,
- c. "Period of Hire" means the premises identified in the Hiring Agreement
- d. "Premises" shall mean the area of hire identified in the Hiring Agreement and any additional areas that the Hirer is permitted to use by virtue of clause 3 of these Conditions of Hire
- e. "Governing Body" shall mean the governing body of Stantonbury Campus and includes any person duly authorised by the governing body
- f. "Campus" means Stantonbury Campus acting by its Governing Body or any person duly authorised by the Governing Body
- g. "Campus Representative" means the Principal of the Campus, or any person duly authorised by the Principal to act on behalf of the Campus with regard to these Conditions of Hire

Any undertaking by the Hirer not to do an act or thing shall be deemed to include an obligation not to permit or suffer such an act or thing to be done by another person. References to persons include bodies corporate.

### **2 Applications for Hire of Premises**

- a. No person under the age of 18 years will be accepted as a Hirer.
- b. Applications for the hire of the Premises must be made to the Campus Representative in accordance with any requirements of the Campus Representative
- c. Applications for hire of the Premises shall be treated equally, regardless of race, colour, nationality, sex, religion, marital status or disablement.
- d. The Governing Body shall have the right to refuse any application for use of the Premises, subject to any statutory requirements
- e. These Conditions of Hire together with the Hiring Agreement constitute all the terms for the hire of the Premises.

### **3 Facilities**

- a. Use of the Premises only includes use of such adjacent hallways, foyers and toilet facilities as are expressly specified by the Campus Representative.
- b. The Campus will make available such chairs and tables as are referred to in the Hiring Agreement. It is the responsibility of the Hirer to ensure these are arranged to suit their needs and returned to the same positions they were in at the start of the hire.

### **4 Hire Charges**

- a. Hire Charges for the Premises shall be as advised by the Campus.
- b. Where required in the Hiring Agreement, a deposit must be paid and returned to the Campus with the signed Hiring Agreement.
- c. The Campus may at its discretion request an additional sum to be deposited with the Campus as security for the Hirer complying with their obligations under these Conditions of Hire. Such sum will be refunded to the Hirer on expiration of the period of hire if all obligations have been complied with.
- d. Payment for the hiring must be paid to the Campus as required by the Hiring Agreement, but in any event will be due no later than 30 days from the date of invoice issued by the Campus to the Hirer.

## **5 Cancellation by the Hirer**

- a. If the Hirer wishes to cancel the hiring in whole or in part the Hirer must give written notice to that effect to the Campus Representative.
- b. Charges in accordance with the following scale may be made for any cancellation:-
  - If cancellation is given later than four weeks prior to the Period of Hire (or the affected part of the Period of Hire if this is for more than one occasion), then the hiring fee must be paid in full.
  - If cancellation is given between two months and four weeks prior to the Period of Hire (or the affected part of the Period of Hire if this is for more than one occasion), then the deposit fee is retained.

## **6 Cancellation by the Campus**

- a. The Campus may cancel this hiring up to 14 days prior to the Period of Hire (or the affected part of the Period of Hire if this is for more than one occasion) if the Premises are required for use for Campus activities. In the event of such cancellation, the Campus will give to the Hirer the maximum practicable notice and refund any deposit paid, but shall not be otherwise liable to the Hirer.
- b. The Campus may cancel this hiring at any time before or during the Hiring if:-
  - the Hirer fails to comply with any of these Conditions of Hire
  - details of any particulars referred to in the Hiring Agreement have not been supplied as required, or if supplied, are not approved by the Campus
- c. In the event of such cancellation no refund of any deposit will be made to the Hirer and the Campus will not be liable to the Hirer in any respect.

## **7 Use of the Premises**

During the Period of Hire, the Hirer shall ensure that:-

- a. No part of the Premises is used for any purpose other than that described in the Hiring Agreement
- b. The Premises, or fittings, fixtures or furniture at the Premises are not subjected to undue wear and tear
- c. No part of the Premises is used for any unlawful purpose or in any unlawful way or in any way likely to invalidate any insurance relating to the Premises or the Campus
- d. No animal is brought into the Premises or allowed to enter the Premises without the consent of the Campus (except guide dogs for the blind or hearing dogs for the deaf)
- e. The Premises or any part of the Premises are not sub-hired
- f. All users of the Premises under or by virtue of the hiring shall restrict themselves to the Premises and shall not enter other parts of the Campus.

## **8 Maximum Capacities**

It is the Hirer's responsibility to ensure that maximum capacities as stated by the Campus for the Premises are not exceeded. Maximum capacities as stated shall include all persons attending or present at the Premises including (but not limited to) any supervisors, those participating in activities, parents and members of the public.

## **9 Supervision**

- a. During the Period of Hire, the Hirer is to be responsible for the efficient supervision of the Premises including:-
  - the effective control of children
  - the behaviour of all persons using the Premises
  - the orderly and safe admission and departure of persons to and from the Premises
  - the safety of the Premises and the contents of the Premises

- b. The Hirer shall use sufficient stewards or assistants to maintain good order during the hiring and expel any person acting in a disorderly manner, or disobeying Campus or Hirer instructions. In default, the Campus acting by any authorised officer may expel such persons.
- c. The Hirer shall ensure that no undesirable person is permitted to enter, remain or otherwise make use of the Premises and that no person shall trespass on parts of any Campus property not included in the hiring.

## **10 Safety Requirements**

During the Period of Hire, the Hirer shall ensure that:-

- a. They are fully familiar with the safety precautions of the Campus and safety precautions to be observed in the Premises. A copy of the Campus's emergency procedures for the Premises will be made available to the Hirer. The Hirer is expected to be familiar with this document and shall take all reasonable steps to ensure that all persons using the Premises by virtue of the Hiring Agreement are also familiar with key aspects of this document e.g. meeting point following an evacuation.
- b. All necessary precautions for the safety of those persons attending the Premises during the Period of Hire are taken by the Hirer, which shall include ensuring that all persons in charge are familiar with fire-fighting equipment available
- c. Fire-fighting apparatus at the Premises is kept in its proper place and only used for its intended purposes.
- d. The Fire Brigade is called by the Hirer to any outbreak of fire, however slight, and details of the occurrence shall be given to the Campus Representative
- e. No obstructions are placed in gangways or exits, nor in front of emergency exits, and such exits must be available for free access and egress at all times
- f. The emergency lighting supply is turned on throughout the Period of Hire and illuminates all exit signs and routes
- g. No performances or uses take place which could involve danger to the public
- h. For safety and fire prevention reasons, no garlands or decorations are used other than those agreed in advance with the Campus Representative, which must not be of a combustible nature.
- i. No highly flammable substances are brought onto or used in any part of the Premises
- j. No smoke machines are used, whether as part of a disco or band or otherwise
- k. No unauthorised heating appliances are used on the Premises

## **11 Lighting and Electrical Safety**

During the Period of Hire, the Hirer shall ensure that:-

- a. No lighting, heating, power or other electrical fittings or appliances in the Premises are altered, moved, or in any way interfered with.
- b. No additional lights or extensions from the existing electric light fittings are used without the previous consent of the Campus Representative.
- c. Electrical appliances brought onto the premises have been tested for electrical safety (Portable Appliance Test Certificates may be required for inspection by the Campus).

## **12 First Aid**

The Hirer shall ensure that a first aid risk assessment is carried out and a person with appropriate first aid skills is present at the Premises during the Period of Hire. The Hirer must ensure that a suitable first aid kit is provided for use by this person during the Period of Hire.

### **13 Alterations, Advertising and Care of Premises**

- a. No bolts, nails, tacks, screws, bits, pins, or other like objects shall be driven into any part of the Premises by the Hirer nor shall any placards or other articles be fixed to any part of the Premises.
- b. No advertisements of any type are to be displayed inside or outside of the Premises by the Hirer without the prior approval of the Campus Representative
- c. No alterations shall be made to the Premises by the Hirer, either in construction, arrangement of public accommodation, lighting, heating, seating, fixtures, fittings, exits or otherwise without the prior written approval of the Campus Representative.
- d. Gymnasium and hall floors are used by children for physical education and no substance is to be applied to floors by the Hirer to prepare them for dancing or any other activity. No footwear liable to damage floors may be worn in Campus buildings.

### **14 Food, Refreshments and the Sale of Goods**

- a. The Hirer may not sell or allow to be sold on the Premises any food, refreshments or goods without first obtaining the written consent of the Governing Body.
- b. The Hirer shall, if selling food, refreshments or goods on the Premises, comply with all relevant legislation.

### **15 Prevention of Nuisance**

- a. The Hirer shall ensure that any music played or provided at the Premises or noise levels from functions or activities taking place on the Premises, do not cause a nuisance either within the Campus or to surrounding premises or any nearby residential accommodation.
- b. The Hirer must ensure that cars belonging to his patrons are not parked so as to cause an obstruction at the entrance to, or exits from, the Campus and do not obstruct or delay access to the Campus by emergency vehicles.
- c. The Hirer shall take all reasonable measures to ensure that cars belonging to his patrons do not obstruct the public highway outside the Campus or access to adjacent private property and that undue noise is not caused on arrival or departure.
- d. The Hirer and shall comply with any requirements of the Campus with regard to parking of vehicles.

### **16 Statutory Requirements**

The Hirer must not do or permit any act matter or thing that would or might constitute a breach of any statutory requirement affecting the Premises. The Hirer shall comply with all conditions and regulations made in respect of the Premises by the Fire Authority, Local Authority in its capacity as the Licensing Authority, or otherwise. Without prejudice to the generality of the above, this includes any conditions or regulations in connection with any event which includes public dancing or music or other similar public entertainment.

### **17 Equal Opportunities**

The Hirer must not discriminate, or permit others acting on his behalf to discriminate, in any of its activities held in the Premises, on the grounds of race, colour, nationality, sex, religion, marital status or disablement.

### **18 Copyright and other Licences and Permissions**

- a. In the use of the Premises the Hirer is not to infringe any copyright or allow any copyright to be infringed. It is the responsibility of the Hirer to obtain any consent in respect of copyright and to pay all such fees relating to the same. Save in certain circumstances, it is illegal to photocopy music or plays without the express permission in writing of the copyright holder.

- b. The Hirer must give the Campus Representative at least 4 weeks notice of a stage play production and the Hirer must obtain all licences required for the stage play production.
- c. Any Hirer who uses recorded music in its activities is responsible for checking whether a licence is required from Phonographic Performances Limited (PPL) and if so, to obtain one. Any Hirer performing live music is responsible for checking whether a Performing Rights Society (PRS) licence is required and if so, to obtain one.
- d. The Hirer must obtain a public entertainments licence from Milton Keynes Council for any public music, singing and dancing.
- e. The Campus reserves the right to request copies of any consents or licences obtained in order to comply with the above provisions.

### **19 Gambling**

Nothing shall be done in the Premises or at the Campus by the Hirer in contravention of the law relating to betting, gaming and lotteries, and the Hirer shall ensure that the requirements of the relevant legislation are strictly observed.

### **20 Intoxicating Liquor**

During the Period of Hire, the Hirer shall ensure that no intoxicating liquors are permitted to be bought, sold or consumed on any part of the Premises or the Campus without the express permission in writing of the Governing Body. No application shall be made by or on behalf of the Hirer seeking any licence or permission to sell alcoholic liquor without the prior express permission in writing of the Governing Body.

### **21 Exhibition of Hypnotism**

The Hirer shall ensure that no person shall give at the Premises any exhibition, demonstration, or performance of hypnotism, mesmerism or any similar act.

### **22 Smoking**

The Hirer is advised that smoking is not permitted anywhere in the Premises, or anywhere on the Campus premises or immediately outside the Campus premises and shall ensure that his patrons comply with this requirement.

### **23 Hours of Use**

The hiring does not entitle the Hirer to use or enter the Premises at any other time than the Period of Hire unless prior arrangements have been made and agreed with the Campus Representative.

### **24 Storage**

No goods or equipment shall be left at or stored on the Premises or the Campus without the prior agreement in writing of the Campus Representative.

### **25 Rights of Entry**

Throughout the Period of Hire the right of entry to the Premises is reserved to any duly authorised officers or employees of the Campus, their agents or contractors and any emergency service.

### **26 Expiration of period of hire**

- a. At the expiration of the Period of Hire the Hirer shall ensure that all members of the public and other guests leave the Premises.
- b. The Hirer must ensure the Premises are left in a clean and orderly state free of litter. All decorations of the Hirer must be removed. If the Hirer fails to do so, the Campus will be entitled to charge the Hirer for the costs of any necessary work required.

## **27 Damage to Campus Property**

The Hirer is to take good care of any not cause any damage to be done to the Premises or to any fittings equipment or other property in the Premises and the Hirer is to make good and pay for any such damage caused by any act or neglect of the Hirer or anyone permitted by the Hirer to enter the Premises.

## **28 Injury to Persons and Damage to Property**

- a. The Governing Body will not be liable for the death of or injury to a person attending the Premises for the hiring or for any losses claims demands actions proceedings damages costs or expenses or other liability incurred by the Hirer in the exercise of the rights granted by this agreement except where such death or injury is due to the negligence of the Governing Body.
- b. The Governing Body will not under any circumstances accept responsibility or liability in respect of any damage to or loss of any goods articles or property of any kind brought into or left at the Premises either by the Hirer for his own purposes or by any other person or left or deposited with any officer or employee of the Campus.
- c. The Governing Body shall not be liable for any loss due to any flood, fire, act of God or other cause beyond the reasonable control of the Governing Body which may cause the Premises to be temporarily closed or the hiring to be interrupted or cancelled.

## **29 Insurance and Indemnity**

- a. The Hirer shall affect Public Liability Insurance cover to a minimum limit of indemnity of £2,000,000.00 against third party risks including death or injury to any person or loss or damage to any property arising out of the use of the Premises by the Hirer.
- b. The Hirer may be required to produce the current insurance certificate to the Campus at any time prior to or during the hiring.
- c. The Hirer will indemnify the Governing Body against any damage theft losses claims demands actions proceedings damages costs or expenses arising as a result of the hire of the Premises by the Hirer including the cost of reinstating, repairing or replacing any part of the Premises or Campus which is damaged, destroyed, stolen or removed as a result of the hire of the Premises by the Hirer. The evidence of the Governing Body as to the costs or expenses incurred shall be accepted by the Hirer as final, on production of reasonable evidence to support the same.

June 2009



## APPLICATION TO HIRE FACILITIES AT STANTONBURY CAMPUS

Applications to hire facilities at Stantonbury Campus are required to be made by completing this form and returning it to the following address at least 21 days before the period of hire required:

The Community Office  
Stantonbury Campus  
Milton Keynes  
MK14 6BN

Fax: 01908 324401  
Email: [jayne.scott@stantonbury.org.uk](mailto:jayne.scott@stantonbury.org.uk)

<b>Premises Required</b> (see list of available facilities)
<b>Date and Time Required (for single booking)</b> Date: Start time: _____ Finish time: _____
<b>Dates and Times Required (for regular/block booking)</b> Start date: End date: Frequency of use: Start time: _____ Finish time: _____
<b>Purpose of Hire</b>
<b>Number of persons</b> the Hirer intends will be using the Premises during the period of hire
Details of Hirer / Organisation Name of Hirer / Organisation: Contact address:  Telephone number: If an organisation, name of person representing the organisation:
Please also complete the details required overleaf

<p>Does the Hirer have public liability insurance to cover the hiring?</p> <p>If Yes, please complete the following-</p> <p>Name of insurer:-</p> <p>Policy number:-</p> <p>Amount of insurance cover provided:-</p> <p>Date of expiry of policy:-</p>
<p>Is the Hirer intending to sell any foods, goods or refreshments at the Premises?</p> <p>(If yes, please refer to clause 14 of the Conditions of Hire)</p>
<p>Is the Hirer intending to sell alcohol or allow alcohol to be brought onto or consumed at the Premises?</p> <p>(If yes, please refer to clause 20 of the Conditions of Hire)</p>
<p>Does the Hirer have any specific requirements? (eg. the provision or setting out of chairs / tables etc)</p>

**Signature of Hirer / Authorised representative of the Hirer** .....

**Name in full** ..... **Date:** .....

Prospective Hirers are required to note the following:-

1. The Stantonbury Campus Lettings Conditions of Hire ("the Conditions of Hire") will apply to any hire entered into between the Campus and the Hirer.
2. If the application for hire is accepted by the Campus, the Hirer will be required to sign a Hire Agreement. Until such time as the signed Hire Agreement is received by the Campus, together with any deposit or payment required, there is no firm booking with the Campus for the hire. This means that the Campus is free to accept alternative bookings for the Premises without any obligation to the Hirer, and accepts no responsibility whatsoever for any costs incurred by the Hirer in anticipation of the hiring proceeding. Following receipt of the signed Hire Agreement by the Campus, cancellation of the hiring shall be governed by the Conditions of Hire.
3. Facilities at the Campus are normally available for use by Hirers between the hours of 1730 hours and 2145 hours on weekdays and 0900 and 1600 on Sundays. The Campus facilities are normally closed on Saturdays but may be available from time to time; please enquire. In exceptional cases, these normal hours may be extended on application to the Campus.
4. Hirers are advised to read the Conditions of Hire before submitting an application for hire of the Premises, to satisfy themselves that they can comply with the Conditions of Hire.

<b>OFFICE USE ONLY</b>	
Payment received	Receipt number