

# **Facilities for Hire**



Community Office: **01264 364900**

Email: **[community@harrowway.hants.sch.uk](mailto:community@harrowway.hants.sch.uk)**

Harrow Way Community School  
Harrow Way | Andover | Hampshire | SP10 3RH

# Harrow Way Community School

Contents	2
Harrow Way Community School Information	3
Facilities Available for Hire	4
Classrooms and Drama Studio Spaces	5
Computer Suites and Facilities	6
Harrow Way Auditorium	7
Application for Hire of School Facility	8
Application for Hire of School Auditorium	9
Conditions of Hire of School Facilities	10
Hirer's Insurance - Indemnity Clause	17
VAT Exemption Form (HEF11(a))	19
HEF11(a) Form Notes and Conditions	20
Safeguarding Children & Vulnerable Adults Form	21



# Harrow Way Community School

## **Harrow Way Community School** **Information**

The school is located in the North West of Andover, Hampshire. It is within a 10-minute walk from the train station and located on a main bus route from the town centre.

Situated on a large site with an extensive playing field, the school has a wide range of facilities to meet most requirements of need. The site has a large amount of parking and disabled parking.

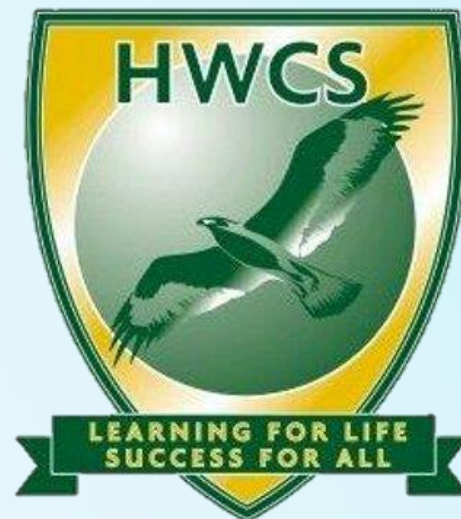
Our community staff are committed to meeting the needs of any booking. Please feel free to call our community office to discuss any enquiries you may have on hiring a facility at Harrow Way.

Community Staff:

Headteacher: Mr. M. Serridge

Administrative Officer: Pauline Wells

Administrative Assistant: Clare Brown



Community Office  
Harrow Way Community School  
Harrow Way  
Andover  
Hampshire SP10  
3RH

Telephone: 01264 364900  
E-Mail: [Community@harrowway.hants.sch.uk](mailto:Community@harrowway.hants.sch.uk)



## **Facilities Available for Hire**



Sports Hall & Gymnasium

Indoor Sport, Cricket  
Nets, Multi-sports  
Markings

Meetings, Conferences,  
Equipped with data  
projector



Grass Pitches & Hard-  
Court Areas

Multi-sport, Seasonal  
Markings



Gymnasium

Sports, Circuit Training,  
Fitness, Basketball Nets,  
Dance





## Classrooms and Drama Studio Spaces



The school has many Classroom spaces available for hire.

Classrooms can hold up to 32 people seated comfortably.

Larger Classrooms are available for larger numbers of people.

Hot water urn available for use.

All classrooms are fitted with Data Projector, Speakers and Dry Wipe Board.

Smart Interactive Whiteboards available in most classrooms.

Drama spaces can be utilized in many different ways:



Drama  
Music  
Dance  
Art  
Workshops

Equipment available to hire for use in classrooms at possible added cost.

Flip charts  
Laptops  
Over Head Projector



## **Computer Suites and Facilities**

Harrow Way has an extensive range of IT facilities throughout the school.

Computer suites contain up to 30 computers and run Microsoft Windows 10 operating system.

Computers run industry standard software such as:

- Microsoft Office 2016
- Adobe Design Premium CS5

which includes:

- Dreamweaver CS5
- Photoshop CS5 Extended
- Flash Professional CS5
- Flash Catalyst CS5
- Illustrator CS5
- Indesign CS5
- Fireworks CS5

All computer suites contain a data projector, speakers and most also contain a Smart Interactive Whiteboard.



# Harrow Way Community School

## Harrow Way Auditorium



Meetings  
Conferences  
Discussions  
AGMs  
Competitions

Dinners  
Balls  
Charity Auctions



Drama  
Productions  
Music Concerts  
Dance Shows

The Auditorium is a flexible space which can cater for most functions. A professional lighting and sound system is installed. For use of theatre equipment, a school technician must be on site at an added cost to hirer.

The Auditorium has a fixed projector and screen available for use by the hirer.

# Application for Hire of School Facility



Name of Organisation or Applicant: \_\_\_\_\_

Name of Organiser: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name and Address of Person to whom invoice should be sent (if different from above):

\_\_\_\_\_  
\_\_\_\_\_

Purpose of Hire: \_\_\_\_\_

Please tick box if activity is for:

Under 18's ☐ Over 60's Group ☐ Adults with Disabilities/Learning Difficulties ☐

Accommodation required: \_\_\_\_\_

Time of hire from: \_\_\_\_\_ to \_\_\_\_\_ Day: \_\_\_\_\_ Attendance: \_\_\_\_\_

Dates required: January – April ☐ May – August ☐ September – December ☐

Specific Dates: \_\_\_\_\_

Special furniture or equipment requested: \_\_\_\_\_

Quotation (for office use)

Room Allocated: \_\_\_\_\_ Duration: \_\_\_\_\_

Cost Per Hour: £ \_\_\_\_\_ Total Cost: £ \_\_\_\_\_

Climbing Wall users

- ☐ I have read and agree to the Climbing Wall Policy
- ☐ I require loan of climbing equipment at added cost.

## **DECLARATION**

1. Unless otherwise stated your application to hire facilities at the Community School is approved subject to the conditions of hire being adhered to.
2. I have attached a copy of our Public Liability Insurance as detailed in the Harrow Way Community School Conditions of Hire of School Facilities document.
3. I accept that an additional charge may be made in respect of damage caused to the building or school property through negligence or willful intent.
4. I have read and accept the regulations relating to hire, including the payment conditions, and agree to abide by the general conditions and any special conditions communicated to me.
5. I am over 18 years of age.





## **Application for Hire of School Auditorium**

Name of Organisation or Applicant: \_\_\_\_\_

Name of Organiser: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name and Address of Person to whom invoice should be sent (if different from above):  
\_\_\_\_\_

Purpose of Hire: \_\_\_\_\_

Under 18's ☐ Over 60's Group ☐ Adults with Disabilities/Learning Difficulties ☐

Accommodation required: \_\_\_\_\_

Time of hire from: \_\_\_\_\_ to \_\_\_\_\_ Day: \_\_\_\_\_ Attendance: \_\_\_\_\_

Dates required: \_\_\_\_\_

Facilities Required: Licensed Bar ☐ Technician ☐ Soft Drinks Bar ☐ Food Serving Hatch ☐

- Permission for alcohol on the premises needs to be obtained from the Head Teacher at the time of booking. If permission is granted for alcoholic drinks to be sold it will be the responsibility of the hirer to obtain and display a licence.
- If sound or lighting is required, a School Technician must be booked. Quotes can be provided on request.
- Where a booking is for a performance that uses copyright material a one-off Performing Rights Society Licence will need to be purchased. This is the responsibility of the hirer. Could you please provide us with a copy of the licence before your booking is due to take place.

Special furniture or equipment requested: \_\_\_\_\_

Quotation (for office use)

Duration: \_\_\_\_\_ Technician Cost per Hour: £ \_\_\_\_\_

Cost Per Hour: £ \_\_\_\_\_ Total Cost: £ \_\_\_\_\_

### **DECLARATION**

1. Unless otherwise stated your application to hire facilities at the Community School is approved subject to the conditions of hire being adhered to.
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3. I accept that an additional charge may be made in respect of damage caused to the building or school property through negligence or willful intent.
4. I have read and accept the regulations relating to hire, including the payment conditions, and agree to abide by the general conditions and any special conditions communicated to me.
5. I am over 18 years of age.

# **Conditions of Hire of School Facilities**

## **Harrow Way Community School**

### 1 In these conditions:

'School' means the school identified at the head of this document.

'County Council' means Hampshire County Council.

### 2 Acceptance of conditions

The hiring of accommodation/facilities/premises is permitted only on the conditions outlined in the following regulations. Acceptance of the hire agreement is deemed to be acceptance of these conditions.

### 3 Compliance with conditions

The Hirer (the person or body to whom the hire is granted) shall be responsible for compliance with these conditions.

### 4 Applications

Applications for the hire of premises should normally be made at least three weeks in advance. In general, reservations will not be accepted for dates more than twelve months in advance, except for special events such as those needing extensive preparations.

### 5 The Hirer shall satisfy himself that the facilities to be hired are suitable for his purposes.

6 The use of the premises must not interfere with the proper working of the School or impair its efficiency. In particular the Hirer acknowledges that it will not have exclusive use of the site.

### 7 Gymnasium / Sports Hall

No food or drink should be consumed in the gymnasium or sports hall without prior agreement of the Head Teacher's representative.

Only suitable footwear should be worn in the gymnasium or sports hall. No school games equipment may be used without permission and gymnastic equipment can only be used when an adult with recognised qualifications for the proposed activity is personally supervising at all times. For safety reasons, this condition also applies to other activities with young people. For further guidance the Hirer should consult the regulations described in the HCC document 'Safety in Physical Education' available at the School.

## 8 Safe-guarding

For safety reasons, the hirer shall ensure any adult who has contact with under 18's or vulnerable adults who participate in the agreed hire shall be vetted for competence, have an appropriate attitude towards pastoral care and is checked for any criminal convictions or caution (Disclosure and Barring Service checked). The Head Teacher's representative to advise.

## 9. Grass Sports Pitches and Hard Court Multi-Use Games Areas

- (i) These facilities should be used for their intended purposes only ie. participation in formal and informal play and sport.
- (ii) The grass sports pitches and hard court multi-use games areas can be hired, together with access to toilets and changing accommodation at the School. The Hirer shall not have access to any other parts of the School.
- (iii) The grass sports pitch shall be marked out for that sport and the hard court multi-use games area has indicative markings for netball and tennis. No additional marks shall be made to the sports pitch or hard court areas by the hirer.
- (iv) The grass sports pitches shall have a limited playing capacity. The School reserves the right to restrict use of the grass sports pitch to protect it during inclement weather; when damaged or under repair; when waterlogged; or to fit in with the School curriculum or School demands.
- (v) Litter must be removed from the facility at the end of the hire session.

## 10 School equipment and furniture

No use may be made of apparatus such as stage fittings, pianos etc., without specific permission. The hirer shall, by the end of the hire period, return all furniture to the correct place having been given prior approval to move furniture by the Head Teacher's representative.

## 11 Fabric and fittings

The fabric and fittings (including electrical installations) and contents of the premises shall not be interfered with in any way. No treatment shall be given to prepare a floor for dancing and the wearing of stiletto heels is prohibited. Only authorized persons shall use steps or ladders. No nails or screws shall be driven into the walls, floors, ceilings, furniture or fittings, and no placards shall be affixed to any part of the premises. The School's furniture (other than chairs in the hired accommodation) and equipment shall not be moved except by prior arrangement. Official exit ways must be kept clear at all times.

Any alteration or addition to the School's lighting or electrical heating systems is strictly forbidden, except with the written consent of the Head-teacher. Consent may be subject to conditions, which the Hirer will be required to observe. The Hirer

shall, at the end of the hire period, leave the accommodation in a reasonable tidy condition, all equipment and furniture being returned to the correct place of storage.

12 The Hirer is responsible for the safe guarding and safe keeping of all items belonging to the Hirer, its guests / delegates or third parties engaged by it. The School accepts no responsibility for such items.

### 13 Storage

Storage facilities cannot usually be provided. When Hirers are permitted to leave equipment on the premises, they do so entirely at their own risk.

### 14 Hirer's property

Furniture and apparatus required may be brought on to the premises at the Hirer's own risk. Hirers shall not bring on to the premises, without the prior consent of the governors, any article of an inflammable or explosive nature, nor any article producing an offensive smell, nor any other substance, apparatus, or article of a dangerous nature. Any electrical equipment, owned and used by the hirer, within school buildings must be PAT (Portable Appliance Test) certified.

15 The Hirer shall indemnify the establishment and Hampshire County Council against all claims for damages, compensation and / or costs in respect of:-

- (i) bodily injury or illness to Third Parties, and / or
- (ii) damage to Third Party property caused by or arising out of or being incidental to the Hirer's use of the premises.

16 The Hirer shall be responsible for loss or damage to the establishment's premises and contents therein the property of the Hampshire County Council.

17 The Hirer shall effect adequate insurance in respect of the liabilities and the loss or damage referred to respectively in Conditions 15& 16 above. (See appendix following Conditions of Hire for explanatory notes on insurance).

### 18 Refusal of hire

The governors may refuse an application to hire the premises if:-

- (a) The premises are required by the School
- (b) There has been any damage to the property, or breach of these conditions during previous use of the premises by the hirer.
- (c) For any other reason the governors deem it necessary or expedient to refuse the application



No compensation shall be payable by the governors by reason of such a decision.

## 19 Cancellation by the governors

The School reserve the right to cancel any hiring without notice if:-

- (i) the accommodation will, due to circumstances outside their control, be unavailable for the hire period or
- (ii) the Hirer has failed to disclose material information concerning the proposed hiring or
- (iii) there are reasonable grounds to conclude that the Conditions of Hire may be breached to a material extent

In the event of (i), all hiring fees will be refunded to the Hirer, but the School shall have no further liability to the Hirer. In the event of (ii) and (iii), any refund of hiring fees shall be at the discretion of the School.

Apart from exceptional circumstances, the governors will give at least four weeks' notice to the hirer, should it become necessary to cancel or postpone a letting.

## 20 Cancellation by the Hirer

The Hirer should give at least three weeks' notice of cancellation to the Head Teacher's representative. The governors reserve the right to pass on to the hirer any costs unavoidably incurred or to impose a cancellation charge.

## 21 Payment of charges

The Hirer shall pay the hiring fees, including any deposit, at the rates and times set out on the Booking Form.

- (i) The Hirer acknowledges that in the event that the Hirer cancels the hiring there may be a cancellation fee payable and any refund of monies already paid will be at the discretion of the School.
- (ii) All hire charges must be paid within one month of the invoice being issued. This invoice will be issued at the end of each month for all the hires that have taken place in that month.
- (iii) The School reserve the right, on proper notification, to invoice the Hirer for any charges arising from excessive cleaning time incurred as a result of the Hirer failing to leave the accommodation in a reasonable condition, or for repair of the premises or equipment damaged by the Hirer, or resulting from the Hirer failing to vacate the premises by the time stipulated in the hire form.

(iv) The Hirer shall, if so demanded, pay at the time of booking a refundable deposit to be held by the governors against costs unavoidably incurred as the result of insufficient notice of cancellation of booking, any damage caused by the Hirer, or additional cleaning required as a result of the premises not being left in a reasonably tidy condition. The proportion of the deposit to be retained will be decided by the governors and their decision will be final. Use of school meals facilities and equipment is subject to County Council conditions and a deposit of £100 is required.

## 23 Statutory requirements

(i) All statutory requirements, including those relating to health and safety and public entertainments, must be strictly fulfilled by the Hirer. Film, music, dancing, indoor sporting events and stage events may be considered to be regulated entertainment and, as such, are licensable activities which require authorisation from the local licensing authority. For all regulated entertainment, it is the school's responsibility to inform the local Licensing Authority and obtain the appropriate Premises Licence. This applies if tickets are to be sold at the door or advertised to the public, but also if tickets are offered to friends and neighbours or even if admission is free and open to all. The Hirer must comply with any conditions attached to that licence as informed by the school.

(ii) No musical works in the repertoire of the Performing Rights Society may be performed in public on the premises unless the hirer has obtained the permission of the society. No copyright material may be delivered or performed unless the consent of the owners of the copyright has been obtained by the Hirer. The Hirer must indemnify the school and the County Council against any action for breach of copyright.

## 24 Attendance and behaviour

(i) The Hirer shall ensure that the number of persons using the premises does not exceed that for which the application was made and approved.

(ii) The Hirer shall be responsible for ensuring the preservation of good order for the full duration of the letting and until the premises are vacated. The Hirer shall at all times provide an adequate number of supervisors for any activity and those supervisors shall be present throughout the hiring period. The Hirer shall be liable for damage caused by unruly or inappropriate behaviour.

(iii) It is the Hirer's responsibility to ensure that all those attending are made aware of their responsibilities, and the County Council's and Hirer's insurance arrangements.

25 The School reserves the right to exclude individuals or companies that it considers undesirable or inappropriate. The Head Teacher reserves the right to require a representative to be in attendance for the preservation of good order and safety and to recover from the Hirer any additional expenses incurred as a result of this condition. If the Head Teacher's representative considers the behaviour of the Hirer, its guest / delegates or third-party contractors to be unreasonable, then the representative may cancel and / or terminate the event with immediate effect and the School shall not be obliged to refund any part of the hire charge.

## 26 Alcohol

In no circumstances shall alcoholic drinks be available at any function without prior written consent of the Head Teacher. Permission will be granted only in exceptional circumstances. Applications must be made in writing at the time the hirer applies for the use of the premises. If permission is granted for alcoholic drinks to be sold it will be the responsibility of the hirer to ensure that Temporary Event Notice is obtained from the local licensing authority. The Hirer agrees to comply with all conditions and limitations attached to the Temporary Event Notice he obtains.

27 The School reserves the right to require sight of a Temporary Event Notice prior to the letting.

## 28 Gambling

The premises may not be used for games of chance, other than bingo, unless specific permission has been granted by the governors.

## 29 Emergency evacuation procedures

Hirers shall familiarise themselves with the fire precautions in force on the premises and with the means of evacuation in the event of a fire, bomb warning or any other threat to safety. The Hirer is responsible for ensuring that persons attending are made aware of the evacuation procedures. Fire and other exits must be kept clear at all times.

## 30 Smoking

No smoking is allowed on School premises.

## 31 Duty Site Assistants

The duty site assistant is instructed by the governors to ensure that the conditions of hire are fully complied with. All reasonable instructions given by the site assistant on duty must therefore be followed.

32 Use of the premises is limited to the accommodation hired and necessary facilities such as toilets. Those hirers holding social functions are required to dispose of their own rubbish and to provide their own black plastic refuse sacks.

### 33 Car Parking

Car parking is permitted in designated areas at the premises subject to availability. There is a one-way system in operation and yellow road markings indicate no-parking areas.

### 34 Right of access

The governing body and its agents reserve the right of access to the premises during the letting.

35 The Head Teacher or his / her representative reserves the right to suspend or withdraw use of the school by an individual or group with immediate effect on the following grounds.

- causing intentional damage to the school, its equipment or any personal belongings of other users
- violent, threatening or abusive behaviour to a member of staff or other users
- theft of any property belonging to the School or other users
- disruptive behaviour which is interfering with the activities of others
- behaviour which puts at risk the health, safety or well-being of others
- Non compliance with or breach of licensing laws.
- behaviour which is deemed to be offensive and / or results in complaints from users
- refusal to follow reasonable directions from the duty site assistant or other members of the school's staff.
- non-payment of school invoices
- any other behaviour which is considered inappropriate to the smooth and efficient operation of the School, or against the interests of all users

Following the suspension, the user will be given reasons in writing and will be offered the opportunity to appeal to the Governing Body of the School, whose decision will be final

36 The Hirer may not assign or sub-let the hire of the School.



## **Hirer's Insurance - Indemnity Clause**

In accordance with the terms of hiring it is customary to require persons / organisations to accept responsibility for damage to the premises and its equipment and for the Third Party claims involving injury to persons and / or damage to property.

### **A INJURY TO PERSONS OR PROPERTY**

1 The Hirer shall indemnify the school and Hampshire County Council against all claims for damages, compensation and / or costs in respect of:

(i) bodily injury or illness to Third Parties, including the County Council's servants and agents and / or

(ii) damage or loss to Third Party property caused by, or arising out of, or being incidental to the Hirer's use of the premises.

2 The Hirer shall effect adequate insurance to cover this liability with a minimum limit of indemnity of

- £10 million for commercial hiring's except where otherwise agreed
- £5 million for non-commercial hiring's

### **B DAMAGE TO PREMISES AND EQUIPMENT**

1 The Hirer shall be responsible for the loss of, or damage to the premises and contents therein, which is the property of the School and /or Hampshire County Council, except when loss or damage to the premises or contents are as a result of the negligence of the School or Hampshire County Council.

2 The Hirer shall affect adequate insurance to cover this liability with a minimum limit of indemnity of

- £10 million for commercial hiring's except where otherwise agreed
- £5 million for non-commercial hiring's

Hirers must produce evidence that the required insurance cover is in place at least 7 days before the event.

## NON-COMMERCIAL HIRERS

Due to difficulties experienced by non-commercial hirers in arranging Public Liability Insurance with a Limit of Indemnity of at least £5 million (the lowest limit acceptable for use of Hampshire County Council premises) the County Council has arranged for the following policy, and Hirers who cannot produce evidence of Public Liability insurance, must as a condition of the proposed hiring, accept the Hirer's Insurance arranged by Hampshire County Council, (provided they do not fall within the definition of the exclusions listed below)

HAMPSHIRE COUNTY COUNCIL – ON BEHALF OF NON-COMMERCIAL INDIVIDUALS AND ORGANISATIONS HIRING COUNTY COUNCIL SCHOOLS, COMMUNITY COLLEGES, EDUCATION CENTRES AND OTHER HAMPSHIRE COUNTY COUNCIL PROPERTIES

### OPERATIVE CLAUSE

The indemnity will cover individual hirers for their legal liability for injury / illness to third parties and / or loss / damage to their property, and loss or damage to the premises and contents hired, including such liability that may be imposed on the Hirer under the terms of the hiring agreement.

### LIMITATIONS

For loss / damage caused other than by Fire or Explosion, cover is subject to an excess of £100. Damage resulting from Fire or Explosion is limited to £5 million.

### EXCLUSIONS

Political Meetings and Professional Entertainment Promotions Commercial, business or trade hiring

### NOTE

This is a public liability insurance policy. It does not provide cover for:

- a) Employers Liability – If the Hirer has employees the Hirer must provide this cover.
- b) Professional negligence of the Hirer – if the Hirer is providing a professional service, it must take out this cover for itself.
- c) Personal Accident – cover for participants in the Hirer's activity where they have been injured as a result of a pure accident and there is no negligence on the part of the Hirer.



## **VAT Exemption Form (HEF11(a))**

Hampshire County Council – Hire of Education Facilities

Series of lettings of sports halls, swimming pools and other sports facilities Your application to hire sports facilities at the:

\_\_\_\_\_ School

Complies with certain conditions laid down by HM Customs and Excise for the charge to be exempt from VAT (see notes below). There is, however, a further requirement that the hirer undertakes to pay in full for the series of hire regardless of whether the hirer actually uses the facilities on a particular occasion. (A hirer will not be charged on occasions when the facility becomes unavailable.) If you qualify to use the exemption would you kindly complete, sign and return the pro forma below, you will be charged according to the VAT-exempt scale set out on the current charge schedule.

Please read the notes and conditions overleaf before completing the form.

Form: **HEF11(a)**

Series of lettings of sports halls, swimming pools and other sports facilities.

In consideration of being charged the VAT-exempt scale of charges the (Name of organisation): \_\_\_\_\_

Hereby agrees to pay in full the following series of bookings, that is to say for the hire of: \_\_\_\_\_ (facilities)

at \_\_\_\_\_ School  
on the following dates:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that the organisation I represent does comply with the eligibility criteria for VAT exemption as described overleaf and that I attach the constitution or articles/memorandum of association as requested. I understand that cancellation of this booking may result in VAT becoming chargeable in the circumstances described overleaf.

Signed: \_\_\_\_\_ Date of signing \_\_\_\_\_

Name: \_\_\_\_\_ (BLOCK CAPITALS)

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Please complete and return this form to the school hiring the facilities.

## **HEF11(a) Form Notes and Conditions**

It is important to note that not all hirers can use the series of sports lets rules. To qualify the hirer must count as an “eligible body”.

In this context an eligible body must:

- be non-profit making, or
- have in its constitution restrictions preventing the distribution of any profits except to other non-profit making bodies or on winding up, and
- not have any paid officers or paid connected officers.

As the hirer it is up to you to provide evidence that you are an eligible body before VAT can be waived. To this end a copy of your body’s articles/memorandum of association or constitution providing that the organisation complies with the criteria should be provided and be kept by the school with this lettings form. A letter from you confirming that you are an eligible body will not be accepted by HM Revenue and Customs as sufficient evidence.

### Series of lets rules

If the organisation is eligible then VAT can be waived if the proposed use conforms to all of the following conditions:

- there must be a minimum of 10 lets in the series to a school, club, association or an organisation representing affiliated clubs or constituent associations (such as a league)
- each period is for the same activity carried on at the same place (a different pitch, court or lane at the same sports ground or premises would count as the same place)
- the interval between each period is not less than one day and not more than 14 days
- payment is made by reference to the whole series and is evidenced by written agreement (it does not have to be paid up front), and
- the hirer has exclusive use of the facilities.

### Cancellation

The conditions would still be met if a refund were given due to a facility not being available for use on a scheduled date because of unforeseen circumstances such as vandalism or poor weather. It is possible to add on sessions to ensure the minimum of 10 lets condition is met in these circumstances. A refund in any other circumstances would breach the requirements and result in the series being broken and all the lets becoming taxable.

If the school chooses to withdraw use of the facilities on an occasion or occasions for the school’s own purpose, all the lets will become taxable.

Where the status of the let changes to standard rated, a VAT only invoice should be issued for the VAT due.



## **Safe Guarding Children & Vulnerable Adults Form**

Adult Name	DBS Number	Qualification	Comments

- I have enclosed a copy of our current Child Protection Policy. Yes / No
- We agree to comply with the Harrow Way Community School Safeguarding Children and Vulnerable Adults Protection Policy and have signed the agreement (annex 3). Yes / No
- We agree to inform Harrow Way Community School of additional adults helping in our group or any change of personnel. Yes / No
- We agree to bring all DBS certificates into the Community Education Office so that the numbers are confirmed. Yes / No

I am authorised to complete and sign this form on behalf of my organisation.

Name: \_\_\_\_\_

Position in the organisation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This form should be completed and returned to the Community Education Office with all relevant information before your bookings commence.



Community Office: 01264 364900

Email: [community@harrowway.hants.sch.uk](mailto:community@harrowway.hants.sch.uk)

Harrow Way Community School  
Harrow Way | Andover | Hampshire | SP10 3RH