



Terms and Conditions of Booking

The use of our school premises is permitted by Quarry Bay School on the understanding that the following rules are adhered to at all times.

1. The person signing the application form, on behalf of their organisation, (then known as the Hirer) is personally responsible for ensuring that all terms and conditions of our hiring policy are adhered to.
2. Quarry Bay School will not accept responsibility for any loss of or damage to any property owned by any person using the premises during the period of the hiring. Property brought on to the premises is at the sole risk of the owner.
3. The hirer is responsible for informing Quarry Bay School, of any person sustaining injury or loss on the school premises during the period of the hire. This information must be presented in writing to Quarry Bay School within 24 hours of the event. Any further information required by Quarry Bay School must be made available on request.
4. No advertising may be placed in any area of the school premises without the direct permission of the Principal of the school.
5. If the terms and conditions of hiring are contravened in any way, Quarry Bay School reserves the right to cancel any permission for further use and will inform the hirer in writing. In such event, the hirer will not be entitled to any compensation or refund of any payment made in respect of such use.
6. It is the responsibility of the hirer to ensure that any area of accommodation used in the course of hiring is left in the condition in which it was found and is maintained in a safe condition during the hiring period.
7. The stage blocks in the hall must not be rearranged without prior approval
8. Maximum numbers of people using the hall is 250, maximum numbers for the gymnasium is 100 and maximum numbers for classroom is 30.
9. The hirer is responsible for ensuring that all areas are left clean and tidy as found. This includes all outside areas as well as indoor areas. If this is not found to be the case the hirer will be charged a penalty sum to cover costs of any repairs or cleaning required.
10. The school's No Smoking Policy must be adhered to at all times.
11. The hirer will adhere to all Health and Safety requirements as required by the school.
12. The school is unable to offer a storage facility for any items before or after the hiring period.
13. All persons hiring QBS premises must provide **Joint named 3rd party liability insurance with cross liability and indemnity to principal property clauses. (\$10,000,000)**

I agree to the terms and conditions outlined above:

Signed Date.....

On behalf of