TERMS AND CONDITIONS FOR THE HIRE OF TAPESTRY LEARNING PARTNERSHIP PREMISES

INTRODUCTION

At Tapestry Learning Partnership we are keen to offer our facilities to the community in the evenings, weekends and holidays.

All bookings made will be subject to the following criteria being met:

- Fully completed Booking Application Form
- Copy of Public Liability Insurance Certificate (if applicable)

We may at our discretion refuse an application.

PREMISES

- You may only use the premises for the purpose shown on the booking form unless you obtain permission from the Academy Site/Finance team in advance.
- You must comply with all reaonable requests made by the Academy Site staff during your booking.
- The Academy will not accept any anti-social behaviour.
- The Academy will not accept any sort of abuse directed at Academy staff or other users.
- Groups must adhere to their allocated time slots and vacate the premises in a timely manner.
- NO football boots/studs are allowed on the Astro or indoors.
- You must make sure the premises are clean and tidy at the end of your booking period and all waste and rubbish is collected and placed in the bins.
- You will be liable for any damage caused to the Academy premises.
- Smoking is not permitted on any part of the premises.
- No amimals are permitted on site except guide dogs.

CANCELLATION OF LETTINGS

- We will endeavour to provide you with the maximum notice possible if your session needs to be cancelled by us. (e.g. for GCSE/mock exams/Academy whole school events)
- We do not however accept responsibility for any loss incurred due to cancellations.

SAFEGUARDING

- The Academy does not carry out any vetting procedures for groups using the site out of hours and therefore it is essential that those in charge of minors take all safeguarding precautions seriously.
- You must be aware that there will be other users at the Academy at the time of your booking.

By signing this agreement, you confirm that you as the hiring organisation have:

- **Appropriate safeguarding and child protection policies – a copy of these should be provided to the school.**
- **Undertaken appropriate pre-employment checks for all staff and volunteers, such as the appropriate level of criminal records checks (Disclosure and Barring Service (DBS) checks), including a 'children's barred list' check where relevant for the role.**
- **Conducted your own risk assessment based on the organisation's activities and that you will provide first aid supplies that relate to the risk assessment – if not provided by the school.**
- **Paid due regard to Keeping Children Safe in Education 2026.**

In the event that an allegation is made relating to an incident that occurred whilst using the school premises, you agree to notify the school's DSL (or DDSL).
The hiring organisation should, as part of their own procedure, notify the LADO where necessary

The above safeguarding requirements are in line with *Keeping Children Safe in Education 2026* and have informed the conditions of use and occupation of the premises. You understand that failure to comply with these will lead to termination of the hire or lease agreement.

INSURANCE

- Whilst using the Academy facilities your club/organisation must have an adequate level of insurance in place to protect against any claims that may be made against you by your service users. ie: public liability cover realtive to the risks involved.

INVOICING

- Invoices must be paid by the specified date. Preferred payment method of BACS.
- If there is a problem with the payment of any invoices the Academy Finance team must be informed asap.

VAT AND PAYMENT

- All booking requests are classified as to whether they qualify to be VAT exempt or not. All exempt bookings must comply with HMRC Sport exemption rules and must be for a series of at lest 10 sessions with no more than a 14 day break between sessions. Payment should be made for the whole series. Currently we are not VAT registered, however should this changes in the future all bookings which do not qualify for the exemption will be charged VAT.
- We will issue an invoice at the point of booking and our standard terms are 30 days. However, we can accept the payment in installments if you contact us to arrange this at the point of booking.

Sign: _____

Date: _____