

# **PINNER WOOD SCHOOL**

## **HIRERS INFORMATION PACK**



# Contents

|  |    |
|--|----|
| Introduction .....   | 3  |
| Conditions of use .....  | 3  |
| General conditions .....   | 3  |
| Intoxicating liquor .....  | 5  |
| Adaptations and modifications .....  | 5  |
| Site Team and Lettings Officer duties in connection with the letting ..... | 6  |
| Health & Safety .....  | 7  |
| Additional Facilities .....  | 8  |
| School Pianos .....  | 8  |
| Chairs and furniture .....   | 8  |
| Specialist Rooms .....   | 8  |
| Bringing food on the premises .....  | 8  |
| School technical equipment .....   | 8  |
| Parking .....  | 8  |
| Parking cars on school premises .....                                      | 9  |
| Playgrounds and playing fields .....                                       | 9  |
| Harrow Inspection Unit (Under 8's Team) .....                              | 9  |
| Guidelines about the Registration of Day Care .....                        | 9  |
| Insurance Cover .....  | 9  |
| Copyright and Public Performances Licenses .....                           | 10 |
| Administration Fee .....   | 10 |
| Deposits .....   | 10 |
| Damage .....   | 11 |
| Hire Charges .....   | 11 |
| Rules and Expectations for Hiring .....                                    | 12 |
| Pinner Wood School .....   | 12 |
| General .....  | 12 |
| Classrooms .....   | 12 |
| Hall .....   | 12 |
| Fire or Other Emergency Procedure .....                                    | 13 |
| Kitchen use .....  | 14 |
| Informal and Formal Complaints Procedure .....                             | 15 |
| Complaints .....   | 15 |
| Informal approach .....  | 15 |
| Making a formal complaint .....  | 15 |
| Occupancy Information .....  | 16 |
| Pinner Wood School Hire Charges .....                                      | 17 |

## **Introduction**

Welcome to Pinner Wood School, where we take immense pride in our institution and the exceptional education it provides. We are delighted to introduce to you the possibility of hiring out our esteemed facilities.

Located in the heart of a vibrant community in Pinner – Harrow, Pinner Wood School shares a commitment to nurture young minds, foster creativity and cultivate a passion for learning.

When it comes to hiring out our facilities, we extend our warmest welcome to organisations, groups and individuals seeking a versatile venue. Whether you are planning a conference, workshop, sport event or any other gathering, Pinner Wood School offers a unique setting that combines functionality, comfort and an educational environment.

Our premises boasts spacious classrooms, multipurpose halls, specialist rooms, outdoor garden areas, playgrounds and playing fields. We have the ideal space to accommodate your needs.

Our lettings and site team are passionate and committed to ensuring the hiring of your event runs smoothly and efficiently. They will be on hand to provide any assistance required, making your hiring experience at Pinner Wood School a pleasant one.

Hiring our premises allows you to be part of our vibrant educational community. We believe in fostering meaningful connections and creating opportunities for collaboration and growth.

Contact us today to explore the possibilities of hiring out Pinner Wood School.

## **Conditions of use**

The use of Education premises owned by the Local Authority is permitted under the following conditions, which may change from without notice. Any reference to the Department of Education Services includes the Governing Body and the Headteacher. The Lettings Administrator and Business Manager are acting as an agent of the School's Governing Body.

## **General conditions**

The Hirer who must be over 18 years of age must sign the Application Form. Both the Hirer and Guarantor, who must be both over the age of 18 years, must sign the Insurance Cover and pay the additional insurance premium of 7% of the agreed hiring charge. If the hirer has their own Public Liability insurance, it must be equal to or exceed the Harrow Local Authority's insurance. A copy of the hirer's Public Liability cover must be provided at the time of application.

Payment for hire must be made not later than 14 days prior to the date of proposed use, if this is not adhered to, the school reserves the right to cancel the booking and keep the deposit.

Remittances to be sent and cheques made payable to Pinner Wood School.

The hirer is entitled to cancel the proposed letting and to the return of any appropriate fees paid to the School if written notice is received by Pinner Wood School at least ten working days prior to the proposed date of letting. If written notice is received less than ten working days before the proposed date, the letting fee will not be refunded. If the School cancels any letting, the fee will be refunded.

The School reserves the right to:

- a) Cancel the letting at any time without reason and, in such an event, will not be liable for damages or otherwise in respect of such cancellation
- b) Cease the letting if the hirer fails to comply with the Evacuation Procedures and the Health and Safety regulations (26)
- c) Cease the letting immediately if the hirer breaches the Conditions of Use or Rules and Expectations.
- d) Decline or cancel bookings for organisations or events that do not align with the Schools ethos and values.

The hirer shall not assign or sublet the premises or any part of the premises.

Authorised Officers of the School may enter the premises at any time for any reason during the period of hire.

Smoking is not permitted in any part of the school building or associated grounds.

Any form of abuse to members of staff or other members of the community will not be tolerated and the school reserves the right to cancel the letting without further notice.

The hirer or their associated guest should report any breakages or damage to school property of any kind to the site staff.

The hirer is responsible for the area of the premises hired and access and egress routes for the period of hire.

It is the responsibility of the hirer to ensure that the accommodation used is left in a clean, neat, and tidy condition. If, in the opinion of the Site Team, the premises are not left clean, the Site Team will clean the premises, and the cost will be recovered from the hirer, and/or the 'refundable deposit' will be retained by the school.

When classrooms are hired, the hirer will be responsible for ensuring that Pinner Wood students' property, work, and school equipment are not interfered with in any way.

Any damage, litter or disorder upon your arrival at the premises should be reported to the Site Team immediately and later to the Lettings Administrator.

When specifying the time required on the application form, please include the preparation and clearing up time you require.

**The premises may normally be used only between:**

**8.00am to 4.00pm Monday - Friday (School Holidays - Day Rate)**

**4.00pm to 6.00pm Monday - Friday inclusive (Day Rate)**

**6.00pm to 11.00pm Monday - Friday inclusive (Evening Rate)**

**9.00am to 11.00pm Saturday (Weekend Rate)**

**9.00am to 8.00pm Sunday (Weekend Rate + 15% premium))**

The School's Code of Conduct for staff forbids employees from accepting cash or gifts in kind from individuals or organisations. Please ensure that no such offers are made to school staff as refusal may cause offense. Any small gifts of appreciation may be passed to the appropriate member of staff via the Headteacher or Lettings Administrator.

### **Intoxicating liquor**

- Hirers may only provide for this to be served at a function with the express permission of the Headteacher
- Where the Hirer wishes to sell intoxicating liquor, the application form must be accompanied by the necessary legal licenses.

### **Adaptations and modifications**

No adaptations, modifications, or additions may be made to any part of the electrical installations without the previous consent in writing of Pinner Wood School. Any alterations and additions as may be authorised shall be carried out in accordance with the directions and to the satisfaction of the School, and the electric installations must be restored at the expense of the hirer to their original condition before the premises are evacuated and to the School's satisfaction.

No additional staging, curtaining or scenery may be erected without the previous consent in writing from Pinner Wood School, and any such alterations and additions as may be authorised shall be carried out in accordance with the directions and to the satisfaction of the school and shall be removed before the premises are vacated at the hirer's expense and to the school's satisfaction. All curtaining and/or scenery

must be non-flammable. Stage scenery and other effects must not be brought onto the school premises nor taken away while the premises are in normal use. Storage facilities may be available upon request in writing. Any property not so removed by the hirer may be removed by the school at the hirer's risk. The cost of such removal and, where appropriate, the school's storage charges will be recoverable from the hirer.

Publicity or any form of advertising of forthcoming events due to take place at the school may only be displayed on School premises with the agreement of the Headteacher.

All public announcements of any function or event and all admission tickets and other documents issued in connection therewith shall contain in a conspicuous position the name, address and contact details of the hirer and the purpose of the event.

### **Site Team and Lettings Officer duties in connection with the letting**

The Site Team and Lettings Officer are the school's officers supervising your letting.

They are responsible for:

- Ensuring that the premises are open at the time agreed by the hirer and the School
- Unlocking the room(s) to be hired and checking that they are in a safe and satisfactory condition for the letting
- Checking the security of the site prior to the letting taking place. All other entrances will be kept locked and made suitable for means of escape purposes only
- Checking the premises at the end of your letting (with a representative from the group) for damage and to ensure that the premises have been left in a clean and tidy condition
- Ensuring that the accommodation is checked in between each letting
- Ensuring as far as practicable, that users of the site do not behave in a manner likely to cause injury to themselves or others or result in damage to the buildings or contents
- In the event of an emergency, telephoning for assistance (eg ambulance, etc.) and assisting the organisation(s) on the school site
- Being available in person or on the phone at any time for the duration of the letting

### **IMPORTANT NOTE**

The Site Team and Letting Officer are not allowed to change the starting or finishing time of a letting or to change any of the Conditions of Hire without first advising/consulting the Headteacher or Lettings Administrator.

## Health & Safety

There will be **NO SMOKING** anywhere on the School Premises.

Permission to use the premises will not be granted if in the opinion of the School it is likely that the occupation would create unreasonable disturbance or inconvenience to the residents in the neighbourhood or interfere with any existing occupation or with school activities.

The hirer must secure the preservation of law and order and take all reasonable steps to prevent injury, loss, or damage to any person or property at all times during the hire.

In the event of unforeseen alerts such as fire or bomb, the appropriate services must be contacted immediately e.g. police, fire or ambulance services.

The hirer must arrange for an adequate number of stewards to be present throughout the period of hire to assist in the preservation of order. At no time during the hiring may the number of persons present exceed the maximum stated in the application form or stipulated in the acceptance.

The hirer should take a register of attendees and this information should be kept for each individual activity and evening attendance. This list must include the number of adults as well as the number of children on site and be made available to the site team and/or the emergency services upon request.

Regular hirers should ensure procedural housekeeping occurs termly, such as practice fire drills and the information on evacuation and assembly point should be made known to their particular group members. Full details and further information can be obtained from the Lettings Administrator.

Information should be kept by the hirer indicating the dates and times of practice fire drills and any outcomes requiring action, which should be passed onto the school for remedy where necessary.

The hirer is responsible for arranging any first aid provision for their organisation's members whilst on the premises and should have a fully stocked First Aid Kit. This must be made available to the Site Team and/or school representative upon request.

Where permission has been granted to enable the premises to be used for the purposes of a youth organisation no member of the organisation may enter the premises unless the hirer or his/her deputy is present on the premises. Members of the organisation may remain on the premises only as long as the hirer or his/her deputy is present.

## **Additional Facilities**

### **School Pianos**

The use or movement of school pianos is allowed only on application to and at the direction of the school who must be satisfied that any movement will be carried out by specialist piano removers at the hirers expense.

### **Chairs and furniture**

Chairs and furniture may not be removed from classrooms or other areas without prior permission of the Headteacher or Lettings Administrator. Tables and chairs located in halls are included in the hiring charge.

The Hirer will be expected to move and stack the chairs on completion of their function and return them to their original position.

On occasions; due to examinations or school functions, it may be necessary for the school to cancel a booking at short notice or relocate hirers to a different area where possible.

### **Specialist Rooms**

ICT, Workshops, Staffrooms and other specialist rooms, are not normally available for use by the general public and any such use will be granted only in exceptional circumstances at the discretion of the Headteacher who will ensure that such use, if granted, does not impair the efficiency of these rooms or their normal purpose.

### **Bringing food on the premises**

The School must be advised if food will be brought on to the premises.

### **School technical equipment**

The use of school facilities, such as audio visual equipment, computer equipment, Interactive Whiteboards, Overhead Projectors etc. is not allowed.

### **Parking**

All vehicles are parked at the owner's risk and Pinner Wood School does not accept liability for any loss, consequential loss, or damage.

Pinner Wood School reserves the right to remove or clamp any vehicles which obstruct access for emergency vehicles or if not parked in a marked space.

Anybody parking in the Pinner Wood School carpark should park in legitimate spaces only and respect the needs of local residents when entering and exiting.

The marked disabled parking spaces are strictly reserved for vehicles with disabled badges.

There is a maximum speed limit of 10 km/h (c 5 mph) on the school site and in the car parks

The car park has 40 car parking spaces which may be used outside of school operating hours.



### **Parking cars on school premises**

The use of School playgrounds for extra car parking by hirers is subject to the approval of the School. The parking of vehicles will not be permitted on any service road or approach drive where such parking would impede the easy passage of emergency services or obstruct resident's driveways.

### **Playgrounds and playing fields**

If you require the use of a playground or playing field you must book this facility and state your reasons for use, i.e. Netball or football practice, etc. A charge will be made for this use.

**The use of school playground equipment is not allowed**, without written permission from the Lettings Administrator. Please ensure children do not use the playground equipment.

The school will not be held responsible for any accidents if a children has any incident involving the use of the school playground equipment.

## **Harrow Inspection Unit (Under 8's Team)**

### **Guidelines about the Registration of Day Care**

The purpose of these guidelines is to provide advice and information to people who are considering opening a Day Care facility in the London Borough of Harrow. The Registration and Inspection Unit (Under 8's Team) is responsible for carrying out this duty. The legislation for the Registration of Day Care is set out in Children Act 1989.

If you have children under the age of 8 who attend classes run by your organisation and they are in your care in non-domestic premises for 2 hours or more per day you must by law be registered. To apply for registration you must contact the Registration and Inspection Unit at Harrow Local Authority 020 8863 5611.

### **Insurance Cover**

Please ensure you indicate on your application form the accommodation that you wish to hire for insurance purposes.

Public Liability Insurance must be arranged by hirers to protect them against claims for injury, loss or damage caused to third parties or their property which may be made against them. Where the hirer is an individual or a non-profit making organisation, hirer's Public Liability Insurance cover is available through Harrow Local Authority. Forms are enclosed for your use. Commercial organisations will be required to provide evidence of such cover at the time of application.

## **Copyright and Public Performances Licenses**

The requirements in connection with the issue of Licences for public dancing, music or any public entertainment must be strictly fulfilled. Details of licence requirements and licence applications are available on the government's GOV.UK website. A hirer who is organising entertainment for children must have regard to the requirements of Section 12 of the Children and Young Persons Act 1933.

No musical works in the repertoire of the Performing Rights Society may be performed in public on the premises except on payment to the Society of the appropriate fee. It is the responsibility of the hirer to ascertain whether works to be performed are in the repertoire of the Performing Rights Society. Please contact them directly.

No lecture, play, opera, dramatic, musical or other work in which a copyright subsists shall be delivered or performed on the premises unless the consent of the owner of the copyright has been previously obtained by the hirer and all the necessary fees paid. No performance of any recording on disc or tape, etc in which any copyright subsists shall be given on the premises unless the previous consent of Phonographic Performance Limited, or other owner of the copyright has been obtained by the hirer and all necessary fees paid. The hirer must make his own enquiries as to the existence of any such copyright as aforesaid and contact them directly.

The hirer and guarantor shall indemnify and keep indemnified the School, from and against all costs and claims and demands, which may be made against the School for any breach or infringement of copyright.

## **Administration Fee**

In the event of an amendment, alteration or cancellation to the hire agreement, by the hirer for the day of hire an administration fee of £25 may be charged by the School.

## **Deposits**

A £150 deposit will be requested for all lettings. (£50 for one off bookings)

The deposit will not be returned should a breach of any term or condition or cancellation of the letting by the hirer or organisation. The School reserves the right to retain the deposit for any damage, loss, cancellation, amendment or alteration.

## **Damage**

The hirer agrees to pay to the School on demand the cost of repairing or making good any loss or damage arising out of or incidental to the hiring.

## **Hire Charges**

The hire charges are set out in the accompanying schedule. Hire charges are updated annually and agreed by the governing body.

# Rules and Expectations for Hiring

## Pinner Wood School

Kindly help us to look after our School

### General

1. Children or students attending the school site must be supervised at all times
2. No ball games in the Quad or anywhere near windows
3. No running in corridors
4. If food or drink is consumed in classrooms, all waste must be taken away and disposed of by hirer, otherwise a cleaning charge will be incurred
5. All litter to be placed in bins or recycle bins
6. Absolutely no chewing gum anywhere on the school site

### Classrooms

1. Under no circumstances are Interactive boards to be touched or written on or computers used, unless prior consent is given in writing from Pinner Wood School.
2. If tables & chairs are moved, they should be put back in the same position at the end of the hire period
3. If food or drink is consumed in classrooms, all waste must be taken away and disposed of by hirer, otherwise a cleaning charge will be incurred
4. Windows and doors should be closed at the end of the letting.
5. No children or students in rooms without a member of your staff.

### Hall

1. All tables and chairs used are to be put away
2. Floor to be swept.
3. Clear up spillages / waste
4. Hiring organisations or visitors to the school who are unable to adhere to the rules or the schools expectations will be asked to leave the site and their bookings cancelled, without refunds

## **Fire or Other Emergency Procedure**

Please make yourself aware of the evacuation route and where you are in the building.

If you discover a fire – Remain calm and immediately operate the nearest fire alarm call point.

The fire alarm will sound through-out the building, a continuous ringing bell.

### **Anyone discovering a fire or other emergency should:**

Leave the building by the nearest exit route and report to the Assembly Point on the year 5/6 playground.

Do not stop to pick up personal belongings.

Do not attempt to fight the fire unless it blocks your exit route.

Do ensure you remain calm and the people in your charge remain calm, quiet and well-behaved.

Ensure you and your visitors leave the building via the nearest exit and report to the assembly point.

### **When the fire alarm sounds:**

If you are requested to leave the building, evacuate the building by the route shown on the escape plan displayed in every room.

### **Assembly Point**

This is on the Year 5/6 playground of the school, bordering the main field, there is a green label on the fence.

### **Duties of the responsible person**

Direct the children in your care to vacate the building immediately in a quiet, orderly manner.

The responsible person must check that classrooms and any adjoining walk-in cupboards are vacant, then follow the last child out of the room and close the door.

Other responsible adults with no other fire or emergency responsibilities must accompany the children, helping to keep order on the way to the assembly point.

The route taken from the hired space should be by the route shown on the escape plan (or via the nearest route, staircase or fire escape that appears to be free of fire or other safety hazards).

Once outside the building, the route taken should be well away from the walls of the building to avoid shattered glass, falling debris, etc.

### **Kitchen use**

The School's Fridge, Freezer, toasters and dishwasher are not allowed to be used by the Hirer.

The Hirer can use the Microwave, Cooker, Hirers Cupboard and Hirers labelled Fridge / Freezer.

The Kitchen will be 'handed over' in a clean and tidy condition and light equipment will be counted and signed for. Basic equipment training and safety cut offs will be explained at demonstration.

Hirers should hand the Kitchen back to the Site Staff when a check on cleanliness will be carried out.

All rubbish must be removed from school site by the Hirer. If the school is charged for additional removal this will be invoiced to the hirer or part thereof of the deposit will be kept.

Bookings should be made in advance giving a minimum of a month's notice (28 school working days) to Pinner Wood School.

After completion of your event if the Site Supervisor deems the premises have been left in a satisfactory state the £150 (or £50 for one off use) deposit will be refunded to you by your original payment method.

If Hirer requires any clarification on the above items regarding the Kitchen, please contact The Lettings Administrator.

## **Informal and Formal Complaints Procedure**

### **Complaints**

As with any establishment, some difficulties, disagreements or dissatisfactions are inevitable from time to time. Some may be relatively trivial, although annoying, while others could be of much greater significance.

Whether it is concern over a booking, remark made, another organisation, school premises issue or any incident, it is important that your concern is treated with courtesy and as promptly as possible.

In all cases, the aim should be to resolve any difficulties quickly and amicably, keeping the very best interests of the members central to any decisions and actions taken.

### **Informal approach**

The “golden rule” for all parties involved is not to over-react but to seek further background information and to listen carefully to each other’s point of view.

It is always best practice to settle a complaint informally and closest to the point of dispute, preferably with the Site Staff on duty.

If this is not possible, you may wish to refer the matter to the Lettings Administrator. This should involve communication (written or oral) within five school working days.

If you are still unhappy with the outcome, you should raise this matter formally in writing to the Headteacher.

Most complaints are resolved informally, but if you are still unhappy, you can make a formal complaint.

### **Making a formal complaint**

Such a complaint should be in writing and addressed in the first instance to the Headteacher of Pinner Wood School. Once such a formal letter of complaint is received, the contents will be shared with the party (ies) concerned to enable an informed response to be made. An acknowledgement of your letter should be received within five working days.

Depending upon the nature of the complaint, enquiries will be made in order to ascertain the facts of the case and to decide the appropriate action to be taken. You will be advised of the action taken in writing.

This process will be carried out as quickly as possible, but please be patient as in a large and busy school detailed enquiries may take some time. The aim will be to respond in writing within fifteen working days.

You may, of course, wish to have an appointment with the Headteacher, and any such meeting will be arranged within ten working days to the mutual convenience of all concerned.

### Occupancy Information

The following information is provided for Hiring of Pinner Wood School Facilities

| <b>ROOM</b>                     | <b>L x W</b><br><i>approx</i> | <b>Area (m<sup>2</sup>)</b><br><i>approx</i> | <b>CAPACITY</b><br><i>approx</i> |
|---------------------------------|-------------------------------|--|----------------------------------|
| <b>Classroom (average size)</b> | 7m x 7m                       | 49   | 30                               |
| <b>Meeting Room</b>             | 5.5m x 4.6m                   | 24   | 20                               |
| <b>Lower Hall</b>               | 18m x 9m                      | 162  | 150 seated                       |
| <b>Upper Hall</b>               | 18m x 9m<br>(plus stage)      | 162  | 150 seated                       |
| <b>YR 5/6 Playground</b>        | 64m x 28m                     | 1,540  | N/A                              |
| <b>YR 3/4 Playground</b>        | 45m x 42m                     | 1,713  | N/A                              |
| <b>YR 1/2 Playground</b>        | 52m x 26m                     | 1,294  | N/A                              |
| <b>School field</b>             | 78m x 40m                     | 3,023  | N/A                              |
| <b>Den Area</b>                 | 9m x 9m                       | 81   | 40                               |
| <b>Outdoor classroom</b>        | 9.1m x 2.4m                   | 26   | 20                               |
| <b>Forest School area</b>       | 36m x 12m                     | 423  | N/A                              |
| <b>Makerspace</b>               | 7m x 7m                       | 49   | 30                               |
| <b>Music Room</b>               | 8m x 6m                       | 48   | 30                               |
| <b>Food Tech Room</b>           | 8m x 6m                       | 48   | 30                               |
| <b>Multimedia Suite</b>         | 7m x 7m                       | 49   | 30                               |

The number of people in the above areas must not exceed the numbers specified there.

The occupancy within the Hall is to be limited to the above number of occupants within each space, for hiring purposes and will be limited to this number by school management.



## Pinner Wood School Hire Charges

| HIRE RATE                                | DAY RATE     | EVENING RATE | WEEKEND RATE |
|--|--------------|--------------|--------------|
| Hall                                     | £34 per hour | £45 per hour | £50 per hour |
| Classroom                                | £22 per hour | £35 per hour | £40 per hour |
| Playground                               | £28 per hour | £35 per hour | £40 per hour |
| School Field                             | £28 per hour | £35 per hour | £40 per hour |
| Playground + Field                       | £43 per hour | £60 per hour | £65 per hour |
| Meeting Room                             | £25 per hour | £40 per hour | £45 per hour |
| Den Area                                 | £25 per hour | £40 per hour | £45 per hour |
| Outdoor Classroom                        | £30 per hour | £45 per hour | £50 per hour |
| Outdoor Classroom + Forest School Area   | £35 per hour | £50 per hour | £55 per hour |
| Forest School Area                       | £30 per hour | £35 per hour | £40 per hour |
| Makerspace + Food Tech Room              | £25 per hour | £40 per hour | £45 per hour |
| Makerspace + Food Tech Room + Music Room | £35 per hour | £50 per hour | £55 per hour |
| Music Room                               | £22 per hour | £35 per hour | £40 per hour |
| Food Tech Room                           | £22 per hour | £35 per hour | £40 per hour |
| Multimedia Suite                         | £23 per hour | £35 per hour | £40 per hour |
| Ash Unit                                 | £35 per hour | £50 per hour | £55 per hour |

Holiday Club Hire quotes available upon booking enquiry

**Please Note – arrival and departure times must be strictly observed**

**The premises must be left in a clean, neat and tidy condition and all rubbish to be removed from site.**

**Where applicable, hirers will be required to provide Pinner Wood School with a copy of their safeguarding and child protection procedures and will report any safeguarding issues during the letting to the schools safeguarding team on [safeguarding@pinnerwood.co.uk](mailto:safeguarding@pinnerwood.co.uk)**

**HIRERS PUBLIC LIABILITY INSURANCE OF 7% IS AN ADDITIONAL CHARGE  
AND MUST BE  
ADDED TO TOTAL HIRE CHARGE IF HIRER DOES NOT HAVE THEIR OWN  
INSURANCE**