

Facilities Hire Application Form

Before completing the form, please read carefully the Conditions of Hire. All information requested must be provided.

Applicants Details

Name of Organisation & Address	
Contact Person	
Telephone Number	
Email Address	
Date of booking:	
Date of event:	
Start time (including setting up):	
Finish time (including packing up):	

Facility requested (Enter Cross in applicable box):

Large Indoor Sports Hall (Incl Basketball & Badminton)	
Main Swimming Pool	
Learner Swimming Pool	
Health & Fitness Gym	
Floodlit Football Pitch	
Floodlit Basketball Court	
Floodlit Netball Court	
Floodlit Tennis Court (x2)	
Athletics Track	
Dance Studio	
Canteen	
Auditorium	

How many people are expected:

Participants	
Audience	



Please note that all visitors will be expected to show an invitation or ticket on arrival (if applicable) or other means that they have genuine business at the Oryx International School for your event otherwise they could be refused entry or delayed in entering the building or using the facilities.

You will need to take this into consideration as part of your booking arrangements as the Oryx International School is a secure building and we do not allow open access to the general public during main or low occupancy periods.

Parking is limited and not available within the Oryx International School grounds. If you have to unload items or pick them up then this must be communicated at the time of booking.

Changes to the booking. Please be aware that any changes to the booking arrangements will not be accepted unless reasonable notice is provided.

Changes to any of the layout of rooms/areas must be agreed 24 hours in advance of the event.

Conditions of Hire

1. General Conditions

- 1.1. Applications for the use of Oryx International School premises must be made to the Sports Administrator. The person signing the application will be deemed to be the Hirer, and must accept responsibility for ensuring compliance with the Conditions of Hire as set out below.
- 1.2. The Oryx International School reserves the right to cancel any letting if the accommodation is required for another purpose. In these circumstances, the Hirer will normally be reimbursed the hiring fee or offered equivalent accommodation on that occasion or on a future suitable date.
- 1.3. Any intention on the part of the Hirer to cancel a letting must be notified to the Sports Administrator as soon as possible. The Oryx International School reserves the right to charge a booking fee in the event of a cancellation.
- 1.4. The hirer will comply with all Health, Safety and Fire Policies and Procedures of the Oryx International School
- 1.5. The Oryx International School operates a NO SMOKING POLICY throughout the whole of its premises. The hirer is advised to inform participants in any of their events of this policy and it will be expected to ensure that it is complied with.
- 1.6. The Oryx International School shall indemnify the Hirer against any claims, costs, or expenses which may arise as a consequence of the provision of hiring due to any negligence or wrongful act by the Oryx International School, its employees, servants or agents.
- 1.7. The Hirer shall indemnify the Oryx International School against any claims, costs, or expenses which may arise as a consequence of the provision of hiring due to any negligence or wrongful act by the Hirer, its employees, servants, or agents. The Hirer is advised to possess public liability insurance.
- 1.8. The Oryx International School or any of its Authorised Officers shall for the purpose of inspection have right of access at all times to areas which are the subject of a letting. Authorised Officers may take such steps as necessary, including the immediate termination of a meeting, entertainment, or other proceedings, to safeguard the property or reputation of the Oryx International School and the safety of persons thereon.
- 1.9. The Oryx International School may terminate any letting agreement with immediate effect should it be satisfied that there has been a failure to comply with any of these Regulations or any other action against the best interest of the Oryx International School.



1.10. The Oryx International School will not accept any changes to any of the booking arrangements unless reasonable notice is provided. Changes to any of the layout of rooms/areas must be agreed 24 hours in advance of the event.

2. Purpose of Hire

- 2.1. Every person applying for the use of rooms or facilities shall specify the purpose for which they are required. The Oryx International School reserves the right to refuse or cancel a letting agreement if it deems the purpose of the hire to be inappropriate.
- 2.2. If the rooms are used for a purpose different from that for which they are taken, officers of the Oryx International School may at any time put a stop to the entertainment, meeting or proceedings.
- 2.3. The premises shall NOT be used for any unlawful purpose.
- 2.4. If it is intended to organise a public performance or entertainment, or performance of music, singing or dancing to which members of the public are to be admitted, Hirers must consult with the Sports Administrator in advance to ensure that the premises are adequate for the purpose before submitting a firm application.

3. Payment

- 3.1. Hirers will be informed, at the time the application is approved, of the Hire Fee and any additional fees for the use of the facilities required.
- 3.2. Payment will be made in advance at the time when the letting is confirmed. If the Oryx International School incurs additional costs beyond those covered by the Hire Fee, for example if there is damage, or the need for the caretakers/cleaners to work longer than expected after the letting, the Hirer will pay any subsequent account sent by the Oryx International School.
- 3.3. It should be clearly understood that the charges made for the facilities are inclusive of all payments to Oryx International School staff from whom no additional services are to be asked by the Hirer. No payment or gratuities of any kind should be made direct to Oryx International School staff by the Hirer.

4. Supervision and Safety

- 4.1. The Hirer is responsible for providing supervision during the course of the letting and must satisfy the Sports Administrator that the arrangements being made are adequate.
- 4.2. The Hirer, or responsible person nominated by them in writing, shall be in charge of and be present upon the hired part of the premises during the whole time of the hire.
- 4.3. Hiring organisations and individuals must have carried out a risk assessment to ensure that adequate provisions are in place to administer first aid and contact emergency services, if required. The school can provide support for events at a cost to be agreed.