

TERMS AND CONDITIONS FOR HIRE OF ROOMS AT HARROW COLLEGE

1. Definitions

The terms and expressions used in these Terms and Conditions of Hire shall have the meanings set out below:

Agreement: These terms and conditions and the Booking Form

Agent(s): Anybody who acts on behalf of the Hirer in a paid or voluntary capacity and includes guests, delegates, ticket-holders and others attending the Event

Booking Form: The official electronic form or printed paper form issued by Harrow College on which the Hirer requests rooms, equipment, catering and other facilities and where the Hirer confirms acceptance of Harrow College's Terms and Conditions of Hire of Room, which is signed by the Hirer

Cancellation Charge: The charges set out in the terms and conditions payable for any cancellation of Venue hire

Commencement Period: The date and time on which the Hirer is entitled to occupy the Venue for the Purpose of Hire

Deposit: Payment of an agreed amount of the hire fee to secure the hire of facilities at the Venue.

Event(s): The event(s) described in the Booking Form

Facilities: The equipment, furniture and all other goods or services provided to the Hirer by the Authorised Officer in connection with the Purpose of Hire

Harrow College: Harrow-on-the-Hill Campus and Harrow Weald Campus and all buildings which form part of either Campus.

Hirer: The person signing the Booking Form and who takes full responsibility for the Event and for his/her Agent(s)

Hire Fee: The fee to be paid to Harrow College by the Hirer for the hire of the Facilities as shown on the invoice, as detailed on the signed Booking Form

Party or Parties: Any party to the Agreement individually and parties to the Agreement collectively. All persons who are not a party to the Agreement are third parties

Period of Hire: The period in respect of which the Hirer requires to book the venue, as detailed on the signed Booking Form, for which the agreed charges will be shown on the invoice

Purpose of Hire: The purpose for which the Hirer requires to use the Venue, to be detailed on the signed Booking Form

Venue: The location of the Event as specified on the signed Booking Form (either Harrow-on-the-Hill Campus or Harrow Weald Campus)

2. Applications for Hire and Agreement

- 2.1 All applications must be made on the appropriate Booking Form (at the end of this document) following any initial telephone calls or e-mails. The Hirer warrants, represents and undertakes that they shall provide comprehensive and complete details on the Booking Form of the intended purpose of the use of space and all exhibits they intend to use within the Venue hire space. The College reserves the right to refuse any application without stating its reason for doing so.
- 2.2 The Hirer acknowledges and agrees that a binding Agreement will be formed upon the College's acceptance of the Hirer's application.
- 2.3 Applications will not be considered from persons under 18 years of age.
- 2.4 Applications are not confirmed until a Booking Form, payment and any necessary documents as requested by the College are supplied to the College.
- 2.5 If the College accepts the application, the person signing the Booking Form shall be deemed to be the Hirer and, as such, the person responsible to the College for the payment of the Hire Fees and the observance of these Conditions.
- 2.6 Priority will be given to the College for the use of premises, and the Venue will only be let when there is space available.
- 2.7 Applications must be completed and returned **at least two weeks before the required date**.
- 2.8 Where the College is not familiar with the hiring organisation, references may be requested prior to approval of Venue hire.
- 2.9 In accordance with legislation and the Government *Prevent* Duty, Harrow College does not host events or speakers supportive of, or conducive to, terrorism, extremism or radicalisation, or anything of a similar nature.

3. Harrow College Campus Addresses:

Harrow-on-the-Hill Campus
Lowlands Road
Harrow
Middlesex
HA1 3AQ

Harrow Weald Campus
Brookshill
Harrow Weald
Middlesex
HA3 6RR

4. General Information – Hirer’s Obligations

a) The Hirer shall:

- 4.1 Not sell anything within the Venue without the prior consent of the College.
- 4.2 Not hold any raffle, sweepstakes or other form of lottery in the Venue without:
 - 4.2.1 The prior approval in writing of the College
 - 4.2.2 Holding or obtaining any licence or permit required for a raffle, sweepstake or other form of lottery that may be required by statute or otherwise and show proof of this to the College before any tickets/items are sold
- 4.3 Co-operate fully with the College in providing such information, and acting on such instructions as is required to comply with the terms of any Premises Licence (including Entertainments Licence) held by the College under which the Event is held.
- 4.4 Comply with the fire regulations appended to this Agreement (Health and Safety).
- 4.5 Not hold the Event without first obtaining an licence or permission necessary under any statutory provisions relating to any copyright which may exist in the Event or any material included in the preparation or presentation of the Event, or providing such information as is required by the College to obtain such licences (eg PRS (Performing Rights Society), PPL (Phonographic Performance Limited), etc). Ensure all persons attending and/or using the Venue in connection with the Event during the Period of the Hire do so without causing annoyance or inconvenience to other persons or damage to any property.
- 4.6 Not remove any of the fixed furniture from the Venue or drive any nail, screw or other fixing or fastening into any wall, floor, or furniture or use adhesive tape, glue, Blu-Tac or equivalent, anywhere in the Venue without the prior consent of the College.
- 4.7 Not install, alter, remove, add or otherwise interfere with any fittings or appliances in the Venue without the prior approval of the College.
- 4.8 Comply with the requirements of any professional regulatory body in respect of the engaging or employment of any musicians, actors or other professionals in connection with the Event with particular reference to conditions of employment and minimum fees payable.
- 4.9 Give as much notice as possible of any particular requirements for disabled patrons or performers in order that the College may use all reasonable endeavours to meet those requirements.
- 4.10 Not allow naked flames, candles or incense sticks of any kind to be used at the Venue without the written permission of the College.
- 4.11 The Hirer shall not sub-let the Venue, or any part of it, without the written agreement of the College.

b) Whilst on site:

- 4.12 The Hirer shall report to Reception on arrival each day and sign in. A Harrow College Visitor Badge will be given to the Hirer, to be worn at all times whilst on site, as well as a ‘welcome card’ with log on details and emergency procedures.
- 4.13 The Hirer must have a list of all the attendees at their event as the Hirer is responsible for them. The Hirer should provide each attendee with some form of visible identification linked to the Event. Any attendee at the Event may be challenged by a member of the College Security Team, or College Staff, for identification. (If necessary, the College can provide temporary badges, obtainable from either Security or Reception).
- 4.14 Attendees should go directly to the allocated room(s) for the Event and if there is a need to leave the room during the period of hire, they must have their identification on show, even for toilet breaks. When the Event has finished, they should leave the premises directly.
- 4.15 The Hirer is responsible for the care and safeguarding of any children or vulnerable adults attending the Event during the Period of the Hire, including obtaining adequate DBS checks for any staff. Also see Section 21 on Safeguarding.

5 Fees and Payment

5.1 Charges for the Hire of College Premises (academic year 2017/18)

Our newer buildings (the Enterprise Centre at Harrow-on-the-Hill Campus, Spring House and the Health and Care Skills Training Centre at Harrow Weald) are subject to VAT, which is included in these rates.

o Classroom (maximum capacity: 24):	£18.00 per hour (or part hour) £52.00 per half day £96.00 per day
o Single, large, multi-use room (maximum capacity: 60*): (in the Enterprise Centre at Harrow-on-the-Hill) * Depending on the room layout required	£28.00 per hour (or part hour) £100.00 per half day £175.00 per day
o Both large, multi-use rooms (maximum capacity: 120*): (in the Enterprise Centre at Harrow-on-the-Hill) * Depending on the room layout required	£50.00 per hour (or part hour) £175.00 per half day £300.00 per day
o Computer Room (maximum capacity: 24): For a Standard Package: Or classroom hire charge plus: Or	£25.00 per computer, per term £5.00 per computer/person } whichever £100.00 per half day } is less
o Board Room (Harrow-on-the-Hill) (maximum capacity: 25)	£33.00 per hour (or part hour) £100.00 per half day £175.00 per day

- | | |
|--|--|
| ○ Sports Hall (Harrow-on-the-Hill): | £28.00 per hour (or part hour)
£100.00 per half day |
| ○ Lecture Theatre at Harrow-on-the-Hill (maximum capacity: 74): | £38.00 per hour (or part hour) |
| Use of projector – add: | £10.00 per session |
| ○ Media Suite with green screen suitable for video/
photographic shooting, but not sound: | £30.00 per hour (or part hour) |

Other rooms/space may be available, charges will be discussed as required.

Charges are being reviewed. The College reserves the right to change the pricing structure within this academic year.

These charges cover the hire of the accommodation, the cleaning costs, heating and lighting, general wear and tear of the premises, but not wilful or accidental damage, and VAT, where applicable (as detailed above).

Notes

- The College Campuses are open from 9 am to 6 pm Monday to Friday throughout the year, plus:
 - **Harrow-on-the-Hill Campus:** rooms are available for evening hire (up to 9.30 pm) on Tuesdays and Thursdays, plus Saturdays between 9 am and 4 pm, during term time.
 - **Harrow Weald Campus:** room are available for evening hire (up to 9.30 pm) on Mondays and Wednesdays, plus Saturdays between 9 am and 2 pm, during term time.
- Half days are defined as up to 4 hours.
- A day is defined as up to 8 hours.
- If catering is ordered from the College, the charges for this are liable for VAT.

5.2 Additional Charges

An additional charge is made to cover the cost of opening the site when the College is otherwise closed. The current rate is £44.00 per hour, and £66.00 per hour for Sundays and Holidays. This covers the cost of Security Staff wages, additional energy costs, cleaning, etc.

5.3 Audio Visual Equipment

All classrooms and computer rooms have a projector, screen and working DVD drive which is included in the hire charge. Free wi-fi access is available, please ask for the log on details at Reception on arrival on the first day of your booking. Other equipment can be hired as follows. Please request this on the booking form:

TV and DVD Player:	}	£12.00 per session
	}	£24.00 per day
Flip Chart Stand (Hirer to provide their own paper and pens):		£6.00 per session

5.4 Software

The following software is currently available on the College's network:

- ◆ Microsoft Office 2010 – Word, Excel, Access, PowerPoint, Publisher, Project, Visio
- ◆ Adobe Photoshop Elements 7.0 (in selected rooms)
- ◆ Adobe Creative Suite v6.0 Master Collection (including Photoshop, Dreamweaver, Flash Illustrator, InDesign & Fireworks)
- ◆ Sage 50 Accounts Professional 2013 & 2014
- ◆ Sage 50 Payroll v19 or above
- ◆ MS Visual Studio 2010 (in selected rooms)
- ◆ System Center Endpoint Protection 2014 Antivirus
- ◆ Internet Access (using IE 9 or above)

IT support is not normally available in the evenings or on Saturdays, however, we may be able to offer this at the rate of £45 per hour. Please give plenty of notice if you require this additional service.

- 5.5 The Hirer shall pay the agreed Hire Fee, as detailed on the Harrow College invoice raised on receipt of the signed and completed Booking Form, within 30 days, or within 14 days in advance of the commencement of the Period of the Hire, whichever is the soonest.
- 5.6 Where the Event remains in the Venue outside of the Period of Hire with or without the approval of the College and uses up part or all of an additional hour(s) the Hirer shall be charged the total rate for each hour or part thereof in addition to any other sums due under this Agreement and the terms of this Agreement shall continue to apply during any such period.
- 5.7 Significant amendments to bookings may result in a 10% administration fee at the discretion of the College.
- 5.8 A supplementary fee may be charged if the Venue or equipment is left in an unclean, untidy or unsafe state at the discretion of the College.
- 5.9 These charges cover the hire of the Venue, the cleaning costs, heating and lighting and general wear and tear of the premises, but not wilful or accidental damage.
- 5.10 A discounted rate may be given on room hire charges for registered charities, non-profit making groups of an educational nature, registered charities, registered uniformed and youth organisations and community groups, subject to availability.

6. Cancellation

- 6.1 If the Hirer wishes at any time prior to the Event to cancel their booking, they shall provide immediate written notice to the College; and pay the relevant fees due in respect of the hiring. In the event the cancellation of this Agreement by the Hirer, the Hirer shall forfeit the following amounts:
- If 61 days or more in advance of the Booking – there will be no charge
 - If 30 to 60 days in advance of the Booking - 25% of Hire Fee
 - If 29 to 15 days in advance of the Booking - 50% of Hire Fee
 - If within 14 days before the Booking - Full Hire Fee and any extra costs accrued by the College
- 6.2 If the Hirer wishes to modify their use for Venue hire they shall send a written request to the College, stating the reason for the proposed modification, which the College shall be entitled to accept, reject or condition at their reasonable discretion. Such conditions may include (but not limited to) the payment of additional fees if the modification will result in additional requirements in connection with the Venue Hire or the payment of cancellation charges if the modification will result in significantly reduced requirements for the Venue Hire.
- 6.3 The Hirer hereby acknowledges that the Cancellation Charge represents a reasonable pre-estimate of the likely losses and costs which would be incurred by the College as a result of the Hirer's cancellation or modification and they do not represent a penalty. For the avoidance of doubt, the College is not required to mitigate their losses and/or costs in such circumstances and the Cancellation Charge shall remain payable even where the College is able to re-allocate or re-sell the Venue Hire.
- 6.4 The College shall be entitled to cancel the hiring:
- If at any time prior to the commencement of the Event it shall appear to the College that the Hirer has made a material omission from or mis-statement on the Booking Form.
 - If any sum or deposit payable is not paid by the Hirer by the date upon which it is due.
 - In the event of the individual, organisation or activities infringing the law which has a bearing on the booking or may reflect poorly on the College.
 - The Hirer fails to provide satisfactory evidence of insurance cover in accordance with this agreement.
 - The Hirer ceases to carry on business, becomes insolvent, or enters into or takes or is subject to any form of winding up, administration, receivership, liquidation, bankruptcy, arrangement with creditors generally or any other insolvency procedure in respect of them or any of their assets, or suffers from enforcement of any other insolvency procedure in respect of them or any of their assets, or suffers from enforcement of security or legal process or repossession or any event analogous to any of the above in any jurisdiction.
- 6.5 In the event that the Hirer is in breach of this agreement, then the College shall have the absolute discretion, to re-allocate or re-sell the Venue Hire which had been allocated to the Hirer.
- 6.6 If this agreement is terminated under any of the clauses (above) then; the College shall be entitled to re-allocate and/or re-sell the Venue Hire.
- 6.7 All payments made in respect of the Venue Hire shall be retained by the College and fortified by the Hirer.
- 6.8 The College shall have the right to invoice for and (within 30 days of the date such invoice) the Venue Hirer shall pay the balance of the Hire Fees and for any loss of damage suffered or additional expenses incurred by or on behalf of the College as a consequence of such termination.

7. Public Liability Insurance

- 7.1 Hirers shall carry Public Liability Insurance against personal injury, death and damage to or loss of property by any cause whatsoever. The level of such insurance should not be less than £5,000,000 (five million pounds). At the time of submitting the Booking Form, a copy of the relevant insurance policy should be included showing the name of the insurer, policy number and the period of cover.
- 7.2 Individual Hirers and/or Non-Profit Making Organisations can arrange cover in two ways:
- a) Obtain at their own expense appropriate insurance and shall provide written evidence (name of the insurer, policy number and period of cover) at the time of submitting the Booking Form and certainly prior to the Commencement Date of the Venue Hire.
 - b) By taking the College's cover which is charged at the rate of 10% of the hire fee. This cover should be requested at the time of Booking.
- 7.3 In the event that the Hirer elects or is required by the College to arrange their own insurance cover and fails to produce satisfactory written evidence of such insurance cover to the College, the College may use sole discretion to terminate the Agreement, at which point the provisions of Cancellation (Section 6) shall take effect, or, if eligible, provide written notice to the Hirer requiring the Hirer to pay the insurance premium within two working days provided that any failure to do so shall entitle the College to terminate this Agreement at which point the provisions of Cancellation shall take effect.
- 7.4 In the event a Hirer enters into this Agreement less than eight weeks before the Commencement of the Event, the Hirer shall on the date of this Agreement either provide satisfactory written evidence to the College of their insurance policy, or, if eligible (individuals and Not-For-Profit Organisations) pay the College the insurance premium.
- 7.5 In the event the Hirer requires cover for sums in excess of those stated for risks not insured by the College's policy the Hirer should affect such additional cover on their own behalf and at their own expense.

8. Audio Visual Equipment

- 8.1 For an additional fee the Hirer can request the use of audio visual services (see Section 5.3 above).
- 8.2 It is the College's discretion to agree a Hirer's request for audio visual equipment and has the right to refuse the Hirers application without explanation.

9. Limitation of the College's Liability

- 9.1 The College shall in no event be liable for any loss or damage to any of the equipment or other personal items brought into or stored at the Venue by the Hirer or by persons employed or engaged by the College to provide services on behalf of the Hirer under the terms of this Agreement and the Hirer shall be responsible for the security of those items and will take out such insurance as they shall consider necessary.

10. Damage, Loss and Accident

- 10.1 The Hirer shall pay to the College the amount incurred by the College in making good any damage to, or loss of, the building, furniture, carpets, furnishings, fixtures and fittings or any article or equipment belonging to the College arising directly or indirectly out of the Hiring of the Venue.
- 10.2 Unless due to the negligence of the College or breach of statutory duty by the College, the Hirer shall be responsible for their visitors/invitees/participants to the Event including their safety and well-being whilst attending the Event. It is, therefore, the responsibility of the Hirer, by way of indemnity, to effect insurance against all claims, costs or demands in respect of personal injury and/or loss or theft of and/or damage to property howsoever suffered or incurred by any person or company whatsoever which may arise out of the Hiring of the Venue to the value of £5,000,000. The College requires such insurance to be effected and evidence of this must be produced. Failure to comply shall result in the Cancellation of the Hiring.
- 10.3 The Hirer shall indemnify the College against all actions, claims, costs, demands and the like made against the College and attributable, either directly or indirectly, to the hiring of the accommodation.
- 10.4 Depending upon the activity and Hirer a written risk assessment may be required by the College before the booking is confirmed.

11. Maintenance of Good Order

The Hirer shall, at all times, be responsible for the maintenance of good order during the Event, shall ensure that no undesirable person is permitted to enter, remain or otherwise make use of the Venue and that no-one trespasses on parts of the Venue not hired by the Hirer. Upon the instructions of the College's staff the Hirer shall remove, or cause to be removed, any persons from the Venue Hired. The College is not required to provide such supervision in any manner whatsoever.

12. Performing Rights Society Limited Copyright and Royalties

- 12.1 In the case of an Event whereby receipts are taken for a performance the Hirer shall disclose to the College the net Box Office receipts taken at their event within four weeks following the Event. This information is required by law for return to The Performing Rights Society Limited.
- 12.2 The Hirer must seek all permissions required to perform works and make arrangements for the payment of any taxes or of any royalties chargeable in respect of the Event.

13. Parking of Vehicles

- 13.1 Parking on each Campus is extremely limited, particularly during the daytime (in term time). Parking spaces can be reserved if required during term time and should be requested on the Booking Form.
- 13.2 Vehicles parked on site should be within the parking bays and not cause an obstruction to other vehicles.
- 13.3 Under no circumstances will the College accept any responsibility for loss of, or damage to, any car or other vehicle which is brought on site or parked within the boundaries of Harrow College.
- 13.4 The Hirer shall ensure that no car or other vehicle is allowed to be parked in any unauthorised position and that any instructions given by any of the Harrow College staff with regard to parking of vehicles are observed.

14. Prohibitions

All Hirings are subject to the following prohibitions:

- Smoking is not permitted in any part of the premises of either Campus of Harrow College
- No alcoholic beverages shall be consumed on, or brought onto the premises without prior consent from the College, in writing.
- No alterations or additions shall be made by the Hirer to the lighting, heating, seating, gangways, fittings, fixtures or other arrangement of the accommodation without the written express consent of the College.
- Town and Country Planning (Control of Advertisements) Regulation 1992 in advertising the function and, in particular, that no fly-posting shall take place in respect of any Events.

15. Right of Entry

Any duly authorised officers of the College on duty shall at all times have free ingress and egress to and from the Venue.

16. Prevention of Use of Venue through Unforeseeable Circumstances

The College will not be responsible for any loss or damage suffered by the Hirer in the event of the Venue not being available by reason of accident, war, civil commotion, force major, strike, lockout or other like cause. The College may, however, in such event, without admitting any legal obligation to do so, return the deposit paid by the Hirer. The decision of the College as to whether the Venue is not available within the meaning of this clause shall be final and binding on the Hirer. No responsibility will be accepted or compensation paid by the College in the event of loss or damage suffered by the Hirer on account of a failure of the lighting or other equipment in the Venue.

17. Portable Electrical Appliance Testing (P.A.T.)

It is a legal requirement under the Electricity at Work Regulations 1989 that any equipment used outside the home is safe to use. Any electrical equipment the Hirer brings onto the College's premises must be tested in accordance with, and comply with, the regulations. If the Hirer hires any equipment from a hire company then the relevant certificate must be obtained. The College reserves the right to inspect these certificates and also the right to refuse the use of any such equipment if they are not satisfied with its documentation or condition.

18. Equal Opportunities Policy Statement

The College has a positive Equal Opportunities Policy. The aim of the Policy is to ensure that no individual or organisation receives less favourable treatment on grounds of sex, race, colour, nationality, ethnic or national origin, disability, marital status, sexual orientation, social class, responsibility for dependants, age, trade union or political activities, religious beliefs, spent offences or is disadvantaged by any conditions or requirements which cannot be shown to be justified.

The College wishes all Hirers to apply these principles to all events and activities which they may organise on the College's premises and to have policies and procedures designed so as not to discriminate intentionally or unintentionally against any group or individual on any unjustifiable grounds.

19. Responsibilities

Under the Health and Safety at Work Act 1974 and associated Regulations the Hirer must:

- Take reasonable care for their own safety and health and that of others; report all accidents, near-misses or hazards.
- Be aware of emergency procedures, relevant Codes of Practice and safe working procedures, show a Duty of Care to others, especially those under 18, over 65, or with special needs.
- Provide suitable and sufficient instruction, information, training and supervision.

20. Furniture/Manual Handling

If furniture is moved around for the Event please put it back when the Event has finished. The Hirer should take care if lifting or moving equipment. The Hirer should know their own capabilities. Never climb or stand on chairs, etc. Always use suitable steps and a second person to assist. Please report any broken or faulty equipment or unsafe conditions to Security or Reception Staff on duty at the time, or advise the College as soon after the Event as possible.

21. Safeguarding Issues

The College has a Safeguarding Policy which imposes certain legal responsibilities on the College with respect to young persons and vulnerable adults and how they are protected. The College insists that all Hirers fully adhere to this Policy but they must also ensure that:

- They have in place appropriate policies and procedures for safeguarding.
- Their staff have received appropriate training in safeguarding and child protection.
- The Hiring Organisation is compliant with its legal duties to undertake safer recruitment vetting checks on their staff, including those staff who will be responsible for the children during the Period of Hire.
- The Hirer is responsible for the attendees at their booked event and should obtain a Visitor Badge at Reception each day. The Hirer should provide a list of attendees and each attendee should have some form of visible identification linked to the event, or the College will provide a temporary badge to be worn. The Hirer or their attendees may be challenged by the College Security Team for identity, particularly during weekday bookings.

22. Special Conditions

- If the Venue is to be used for any purpose for which the College considers it necessary to cover the floor, or any part thereof, the Hirer will be required to pay an additional fee for suitable floor covering to be provided.
- A cleaning charge will be levied on the Hirer if the premises are not left in a clean and tidy condition.
- No person under the age of 18 shall be allowed to use sound or lighting equipment.
- No bottled gas shall be brought onto the premises.

CONTACT DETAILS:

Jacki Staal
Estates Co-Ordinator

Tel: 020 8909 6268
Email: jstaal@harrow.ac.uk
Mail: Harrow College, Brookshill, Harrow Weald HA3 6RR

Please read the Health and Safety information on the following pages – specific to each Campus

Harrow-on-the-Hill Campus - Health and Safety Information

Reception is staffed between 8:30 am and 4.30 pm on Mondays, Wednesdays and Fridays, 8.30 am to 8.00 pm on Tuesdays and Thursdays and 8.30 am to 1.30 pm on Saturdays during term time. Out of term time, the Reception is open between 8.30 am and 4.30 pm Mondays to Fridays.

Emergencies (Fire, Ambulance and Police)

If an emergency arises during the daytime, send someone to Reception who will call Security immediately (or ring 020 8909 6523). Please be prepared to give brief details, eg name, building name/number, room number.

When Reception is closed, call **020 8909 6463**, or go to the Security Office for assistance (Room B065 by the Refectory) or use the 'Call' button at Reception.

If you do call the Emergency Services directly (999) **please inform Reception and/or Security immediately** and ensure the Emergency Services are met at the College entrance.

Assistance and Non-Emergencies

Reception or the Security Office can assist you. Reception can be contacted on extension **020 8909 6523** (when open) or call the Security Office on **020 8909 6463**. The Security Office is Room B065 by the Refectory in the Brunel Building.

First Aid and Infection Control

The College recommends that the Hirer provide first aid cover for the event.

There are staff who are First Aid trained on site at all times. Call Reception on **020 8909 6523** for assistance in the daytime. Outside Reception hours contact Security, **020 8909 6463**.

- The First Aid room is in the Armstrong building (Reception/Security has the key).
- If dealing with blood, cover cuts and wear disposable gloves if possible.
- If there are body fluid spillages (ie blood, vomit, urine) report it to Reception / Security immediately.

Accident Reporting

Report **ALL** accidents in the Accident Book at Reception, excepting very minor injuries and illness. If Reception is closed, please notify Security.

Fire/Evacuation Action and Prevention

- Read the 'Fire Action' notices around the College, near alarms and exits. Each building is alarmed separately.
- If you discover a fire, sound the nearest alarm immediately and alert a member of staff – **NEVER endanger yourself** by trying to tackle a fire.
- If the alarm sounds: **GET YOURSELF AND YOUR STUDENTS OUT. Do not use lifts.** Consider disabled staff/students. Wait with them **on a staircase landing** (Disabled Refuge Point) and send for assistance. If able to use stairs with help, wait for the majority to go ahead of you.
- Assembly Points are located at:
 - Assembly Point 1: the Visitors' Car Park outside Armstrong Building OR
 - Assembly Point 2: the public grass area outside to the left of the exit barrier
- Report 'all clear', or otherwise, to the Duty Manager or Security Officer at the Assembly Point.
- Please keep off roads. No vehicles should leave the site during an alarm.
- Take extra care during bad weather or poor light.
- Wait for further instructions. **Do not return to the building** until told to do so.
- Do not enter buildings or areas where an alarm is sounding, or a red light is flashing.

BE PREPARED. FIND your nearest fire exit/ escape route **NOW**. You are not obliged to use fire extinguishers, but make sure you know their locations.

Misuse of fire alarms or fire extinguishers is a criminal offence and endangers lives.

Harrow Weald Campus - Health and Safety Information

Reception is staffed between 8:30 am and 4.30 pm on Mondays to Fridays, all year round

Emergencies (Fire, Ambulance and Police)

If an emergency arises during the daytime send someone to Reception who will call Security immediately (or call 020 8909 6243). Please be prepared to give brief details, eg name, building name/number, room number.

When Reception is closed, call **020 8909 6233**, or go to the Security Office (Room 501, just inside the Newton Building).

Assistance and Non-Emergencies

Reception or the Security Office can assist you. Reception can be contacted on **020 8909 6243** (when open) or call the Security Office on **020 8909 6233**. The Security Office is Room 501 just inside the Newton Building.

First Aid and Infection Control

The College recommends that the Hirer provide first aid cover for the event.

There are staff who are First Aid trained on site at all times. Call Reception on **020 8909 6243** for assistance in the daytime. Outside Reception hours contact Security, **020 8909 6233**.

- The First Aid room is in the Bronte building opposite Reception (Reception/Security have the key).
- If dealing with blood, cover cuts and wear disposable gloves if possible.
- If there are body fluid spillages (ie blood, vomit, urine) report it to Reception / Security immediately.

Accident Reporting

Report **ALL** accidents in the Accident Book at Reception, excepting very minor injuries and illness. If Reception is closed, please notify Security.

Fire/Evacuation Action and Prevention

- Read the 'Fire Action' notices around the College, near alarms and exits. Each building is alarmed separately.
- If you discover a fire, sound the nearest alarm immediately and alert a member of staff – **NEVER endanger yourself** by trying to tackle a fire.
- If the alarm sounds: **GET YOURSELF AND YOUR STUDENTS OUT. Do not use lifts.** Consider disabled staff/students. Wait with them **on a staircase landing** (Disabled Refuge Point) and send for assistance. If able to use stairs with help, wait for the majority to go ahead of you.
- The Assembly Point is located at: the Main Car Park
- Report 'all clear', or otherwise, to the Duty Manager or Security Officer at the Assembly Point.
- Please keep off roads. No vehicles should leave the site during an alarm.
- Take extra care during bad weather or poor light.
- Wait for further instructions. **Do not return to the building** until told to do so.
- Do not enter buildings or areas where an alarm is sounding, or a red light is flashing.

BE PREPARED. FIND your nearest fire exit/escape route **NOW**. You are not obliged to use fire extinguishers, but make sure you know their locations.

Misuse of fire alarms or fire extinguishers is a criminal offence and endangers lives.

EXTERNAL HIRE BOOKING FORM

(If completing by hand, please use capitals)

October 2017

Hirer's Name:		Organisation:	
Tel No:		Address (for invoicing):	
Mobile No:			
E-mail Address:			

Event planned – please give full details			
Date(s) required:			
Times:	From:	To:	

Campus *:		Type of room *:		No of rooms:	
Numbers and age of participants if under 16 years:	Total participants: ____ Under 16 year olds: Aged 5–10: ____ Aged 10-14: ____ Aged 14-16: ____				
	For those under 14 years will parents be accompanying them? YES / NO				
Special requirements:	IF CATERING IS REQUIRED – please note this is VAT-able				

Fees to be charged:	Classroom(s)	£	Total amount *: £
	Computer room(s):	£	
	Lecture Theatre:	£	
	Other type of Room:	£	
	Other (equipment, insurance, etc):	£	

* If in doubt, please e-mail or call Jacki Staal to discuss your requirements – jstaal@harrow.ac.uk or 020 8909 6268

Public Liability Insurance (as explained in the Conditions of Hire document)

Commercial Hirers: please include a copy of your current policy (electronic version is acceptable), which gives the name of the Insurer and the relevant serial number. Cover should be for £5,000,000 (five million pounds).

Individual Hirers and/or Non-Profit Making Organisations:

- 1 Provide your own cover. Include a copy of your current policy (electronically is acceptable), showing your name, the Insurer's name, policy number and period of validity. Cover should be for £5,000,000 (five million pounds).

OR

- 2 Take the College's cover which is charged at the rate of 10% of the hiring fee. This cover must be requested at the time of the booking and the appropriate fee added above under 'other'

I have read the terms and conditions of hire and agree to abide by all the conditions specified

Signature: _____ (Principle Hirer) **Date:** _____

On accepting the booking, an invoice will be raised. Payment is required at least 14 days prior to the hire date.

Please return the form to: Jacki Staal, Estates Co-Ordinator
E-mail: jstaal@harrow.ac.uk Post: Harrow College, Brookshill, Harrow Weald HA3 6RR

Two weeks' notice of cancellation must be given in writing or by e-mail