

GENERAL RULES APPLYING TO USE OF TONBRIDGE SCHOOL FACILITIES

1. Licences

The Hirer will be required to comply with all premises licences held by Tonbridge School.

2. First Aid

Tonbridge School has duty first aiders able to assist during normal school hours in term-time and during weekday working hours in the holidays. These can be summoned to the scene via reception. At other times, the Hirer is responsible for arranging an appropriate level of First Aid cover. Tonbridge School Centre may have first aid staff available if required.

3. Child Protection

TSL has initiated measures to ensure that commercial organisations hiring the facilities have appropriate policies and procedures in place in regard to safeguarding children. Hirers are required to take all appropriate steps to ensure the welfare of children. TSL may require the Hirer to provide a copy of their Child Protection Policy and/or check the DBS status of all adults engaged by the Hirer that have contact with children.

4. Smoking & Drug Use

By law, all Tonbridge School buildings are non-smoking areas. This includes covered areas such as the Bursary Cloister and the Archway. Guests who smoke will be asked to stop immediately. If they continue to smoke in any areas other than those clearly marked by the provision of ashtrays, the Police will be called. The Hirer, its staff, contractors or guests must not bring illegal drugs or other illegal substances on to the premises.

5. Alcohol

The Hirer shall not bring any alcohol on to the premises without prior agreement from the School.

6. Electrical Equipment

Hirers must ensure that any electrical equipment brought onto the premises by themselves or their representatives (eg bands, discos, stallholders' appliances, lighting etc) has been PAT tested by a competent person within the last year, and for ensuring that plugs, flex and the appliance casing is visually checked for safety before being plugged into the school supply. TSL does not accept responsibility for the safety of electrical equipment not supplied by itself.

7. Parking

The Hirer may normally use the School for parking. However, TSL reserves the right to either 1. Allocate to the Hirer only limited parking space, 2. Specify that all the Hirer's vehicles must park elsewhere on school premises (for example in the car park of the

Sports Centre), or 3. Request that all the Hirer's vehicles are parked off-site. Whilst every effort will be made to give as much notice as possible, TSL reserves the right to make changes to parking availability at short notice.

8. Noise & Nuisance

All Hirers are requested to respect local residents and keep noise and nuisance to a minimum. Guests staying in residential accommodation are not able to use the outdoor areas at the house, after 10pm.

9. Conduct & Communication

All Hirers are required to ensure that all Attendees communicate with Tonbridge School staff and all other users of the school campus including, but not limited to, visitors to other residential properties, the chapel, School function rooms, classrooms, the theatre & the sports centre, in a polite and courteous manner at all times. The Hirer will not behave or permit any behaviour at the Event which might reasonably be regarded as detrimental to the reputation of the School or otherwise incompatible with the purpose, objectives and moral values of the School.

10. Maintenance

It is our aim to provide the best facilities possible for our guests. We ask therefore that any maintenance issues are reported to Tonbridge School staff as soon as possible. We reserve the right to undertake all necessary maintenance throughout a booking period to maintain the facilities, grounds and equipment.

11. Risk Assessments

Hirers should produce their own risk assessments for activities at the premises.

Tonbridge School produces risk assessments for most activities/facilities and a meeting can be arranged with the relevant person to discuss these. However these are school documents and copies will not be provided to Hirers.

12. Final Numbers

Where applicable Hirers are required to provide final numbers at least 2 weeks before the commencement of a booking.

13. Litter

The Hirer will be responsible for removing all litter (unless agreed otherwise by TSL).

14. Dogs

No dogs (other than guide dogs) are permitted inside Tonbridge School premises.

SPECIFIC RULES APPLYING TO USE OF RESIDENTIAL ACCOMMODATION AND ASSOCIATED FACILITIES

1. Residential Information

- Houses will be handed over by Tonbridge School staff to the Hirer and it is the Hirer's responsibility to ensure the facilities are used, secured and maintained in an appropriate manner.
- Floor plans for Houses will be supplied, detailing accessible areas, bedroom allocation and fire exits.
- Parking will be provided at the main School site only. Parking may be possible adjacent to the House but only by prior arrangement.
- In each House there are adjacent private areas of accommodation and residential flats utilised by Tonbridge School staff. Privacy and consideration should be given to parking, external gardens and private areas.
- It is the Hirer's responsibility to ensure the safety of guests residing in the House. A fire emergency briefing will be given by Tonbridge School staff on arrival and guests are required to undertake a fire drill within 48hrs of arrival.

2. Facilities & Services

- All facilities will be regularly monitored and cleaned throughout the hire period.
- Daily cleaning will take place Monday-Saturday inclusive, within all areas of residential accommodation.
- The provision of all bed linen is included, with a weekly linen change.
- Where facilities or services become unavailable during the hire period, TSL will use all reasonable endeavours to maintain the provision, without adversely affecting the Hirer.
- The School representatives may enter the premises at any time during the hire period.
- All catering will be provided in a Central Dining area. Provision of breakfast, a two course lunch and two course dinner will constitute a residential overnight rate. Meal times will be agreed between the parties. Lunch or dinner meals can be substituted with either packed lunches or BBQs as required but may be subject to the appropriate supplement and advanced notice of 72hrs is required. Specialist catering requirements and any special dietary requirements that are required may be available by arrangement.
- Additional Services – TSL may provide additional services including personal laundry, luggage transfers, photocopying, use of telephones etc. which will be charged at reasonable costs agreed at the time of booking.

3. First Aid

Due to the nature of this booking, Hirers will be responsible for primary First Aid

provision, supported by the School as detailed in Appendix 2.

4. Activities

The Hirer shall be entirely responsible for every aspect of the activities carried out by it during the Hire Period, including but not limited to advertising, promotion, marketing, management, staffing and delivery of such activities and the booking, transportation, teaching, supervision, health and safety of the guests at all times for each Hire Period.

5. Marketing & Promotion

The Hirer shall not use the name 'Tonbridge School', its logos, images or any other associated material for the purpose of marketing or communication, without the School's written approval. All material must be submitted to the School for approval, prior to use.

6. Damages

The Hirer will ensure that all damage, breakages or losses, shall be reported immediately to the School's appointed management contact. The Hirer will be charged for all damage, breakages and losses.

7. Housekeeping

At the end of their stay, the Hirer will leave the venue in an orderly state and in the same condition as they found them. Any cost incurred by the School, should the Hirer fail to comply with this condition, will be charged to the Hirer.

8. Staffing

- A TSL Event Manager will liaise with the lead event Hirer at all times.
- The Hirer will ensure that all staff have the appropriate experience and qualifications to manage the Activities. This will include pastoral care, child protection, teaching, instruction and coaching.
- Where guests included children, staffing ratios will be agreed with TSL at the time of booking.
- The Hirer will ensure that staffing ratios are sufficient to provide a safe and high quality experience, for their guests.
- Staff will ensure that all guests are properly supervised whilst on site and respect the School's facilities, equipment, staff, other residential guests and neighbours at all times.
- There must always be a responsible member of staff present in the boarding house with guests at all times in case an emergency situation arises.

