



**THE CHERWELL SCHOOL**  
OPPORTUNITY, RESPONSIBILITY, EXCELLENCE

**Marston Ferry Road  
Oxford  
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# **The Cherwell School Lettings Policy**

## **GENERAL TERMS AND CONDITIONS OF HIRE**

**Updated September 2024**

### **Section 1: Booking**

- 1.1 All applications for the hire of Premises at The Cherwell School must be made in writing to the Lettings Manager via email to [lettings@cherwellschool.org](mailto:lettings@cherwellschool.org) or via the booking enquiry portal on our website. No agreement will come to force until approved by the Lettings Manager, in writing.
- 1.2 The person submitting the enquiry must be authorised to do so by the Hirer/Organisation and must be over 18 years old.
- 1.3 The Hired Premises will be available for occupation during the Period of Hire on the booking confirmation as agreed. Hirers must ensure that enough time is included in the Period of Hire to set up before and clear up after the use of the Hired Premises, as well as departure from the grounds. The Cherwell School reserves the right to charge at the current published rates for any occupancy or use of the Hired Premises or part thereof (e.g. car parks) for longer than the booked times.
- 1.4 The Cherwell School reserves the right to decline any booking request or cancel/amend any booking if deemed necessary.
- 1.5 The Cherwell School staff, caretakers or cleaners on site cannot do any work arising from Premises Hire as part of their ordinary work for which they are paid by the School. When applicable, a charge will be added to the hire fees to cover the costs for work that is carried out on behalf of a hirer.
- 1.6 For 3G pitch hire, all bookings are for a period of 55 minutes, with 5 minutes given to changeover between hirers. For other facilities, any changeover will be agreed in advance between the Hirer and Lettings Manager.

### **Section 2: Use of School Facilities**

- 2.1 The Hired Premises may only be used at the times and for the purposes agreed between the Hirer and Lettings Manager. Use of The Cherwell School Premises shall not be granted for any purposes that may appear questionable or undesirable or which interfere in any way with the operational activities of the School.
- 2.2 Members of the Hirer's party are not allowed access to areas of the School site other than those agreed on the Booking Confirmation. Unauthorised access to other parts of the School site may lead to immediate termination of the booking.
- 2.3 It shall be the responsibility of the Hirer to satisfy themselves that the Premises, furniture, fixtures and fittings are fit for their purposes. If the Hirer chooses to rearrange or move any School furniture or equipment during a booking, they must return everything to its original position before departure. The Cherwell School strongly urges Hirers to take photographs of the original placement before moving anything.
- 2.4 The Hirer is not permitted to assign or sub-hire the whole or any part of the Premises or allow any third party to occupy them.

- 2.5 The number of persons to be admitted by the Hirer, as part of a group booking, shall be agreed at the time of hiring and the Hirer may be required to keep a record of the number of persons permitted.
- 2.6 The Hirer will arrange for a named person to familiarise themselves with the Hired Premises and the named person will remain on site throughout the period of hire to be the contact person for The Cherwell School Site Staff. The named person will be the responsible party for all activities relating to the hire, so should be aware of these Terms and Conditions.
- 2.7 The Hirer agrees to notify the School in advance if the contact person or named person is to change and must provide new details. If the transfer of contact person falls within the period of agreement, the new contact person will be required to countersign the current agreement to demonstrate they agree to these Terms and Conditions.
- 2.8 The Hirer acknowledges that the booking may be ended immediately after consultation with the Hirer (or person named in item 2.6) without refund if there is any abuse of the Premises or the Facilities or other breach of these Terms and Conditions which, in the opinion of The Cherwell School Site Staff acting in good faith, cannot be prevented or remedied in any other way. The decision of The Cherwell School will be final in this respect.
- 2.9 The Cherwell School Site Staff reserves the right to enter any area of the Hired Premises during the period of hire as necessary.
- 2.10 The Hirer may not invite onto The Cherwell School premises any persons other than members of the Hirer's party without the prior written consent of the Lettings Manager (e.g. all sport bookings where an opposition team is invited to the School must be made known prior to the booking).
- 2.11 Use of audio/visual equipment such as computers, speakers, projectors and CleverTouch screens will not be made available without prior written agreements in place. Separate fees for IT support may be charged.
- 2.12 Hirers and all members of their parties are expected to comply with any notices displayed within The Cherwell School grounds.
- 2.13 The hirer shall not deface any notice displayed within The Cherwell School grounds.
- 2.14 The Cherwell School agrees to arrange for the Premises to be opened and locked after each booking as part of the normal rate of hire. Where access is required on bank holidays, or at times outside the normal advertised periods of hire, additional fees may apply.
- 2.15 The Cherwell School staff car park(s) may be used by the Hirer when the booking is outside of usual School hours. The Cherwell School accepts no responsibility for any loss or damage arising to or from vehicles parked in any School car parks. The school Lettings Manager will communicate to Hirers when the staff car parks may not be available.
- 2.16 The Hirer shall immediately bring to the attention of the School any damage and/or any maintenance matters as required.
- 2.17 The Hirer shall be responsible for ensuring that all persons using the various facilities for sports or otherwise are properly attired and wearing suitable footwear. The decision of The Cherwell School as to whether attire or footwear is deemed suitable shall be final and binding.
- 2.18 The Hirer shall leave the Hired Premises within the agreed access times in a clean and tidy condition and remove all litter.
- 2.19 The Hirer is responsible for the conduct of their visitors and any complaints may lead to the cancellation of further bookings.
- 2.20 The Hirer is responsible for communicating to all persons using the facility that all bikes, electric scooters and such items are not to be brought through on site, and to be locked and secured appropriately within the car park.

### **Section 3: Prohibitions**

- 3.1 No illegal, indecent or immoral activity is permitted and no betting, gambling or gaming is permitted on the Premises.
- 3.2 No dogs/animals (excluding Guide Dogs) are permitted on the site. Guide and assistance animals must have prior approval to be allowed on site.
- 3.3 Neither the Hired Premises nor the Facilities or equipment therein may be used for any illegal or immoral purpose.
- 3.4 Smoking, vaping, drugs, solvents, computer hacking equipment and pornography are not permitted on the premises.
- 3.5 No person will be allowed to sleep on the premises or reside overnight (including car parks).

- 3.6 Alcohol may not normally be consumed on the Premises, but this restriction may be waived in special circumstances, with approval from the Site Operations and Lettings Managers. Where agreement is given for the consumption of alcohol, the Hirer must accept responsibility for the compliance with licensing laws.
- 3.7 Smoking and vaping on School Premises is strictly prohibited; if needed, notices shall be displayed by the Hirer at all meetings and activities open to the public specifically forbidding smoking/vaping on the Premises.
- 3.8 Hirers must not use The Cherwell School's name or logo in any promotional material without prior written permission, nor does the school endorse the user or their reason for hiring the School Premises.
- 3.9 No part of the Premises may be used for auction sale, trade, business or manufacture of goods.
- 3.10 The Hirer shall undertake not to infringe any copyright and shall undertake to indemnify the School against all proceedings, actions, claims and demands which may be taken or made against the School for any alleged infringement of copyright.
- 3.11 The Hirer must not (and must ensure that any person entering the Premises during the booking period does not) cause any nuisance, disturbance or annoyance to the School or its neighbours.
- 3.12 The Hirer will make no alterations or additions to the Premises.
- 3.13 Pianos must not be moved without the consent of the Lettings Manager and agreement of the Music Department.
- 3.14 The laying of any composition or other preparation on floors is strictly prohibited.
- 3.15 No screws or nails shall be driven into the Premises or furniture and no placards shall be affixed to any part of the Premises. Hirers or their named person shall prevent anyone sitting or standing on windowsills, or standing on chairs/tables/equipment.

#### **Section 4: Storage**

- 4.1 Hirers are not entitled to storage space as part of their booking. All requests for storage must be made in writing to the Site Operations and Lettings Managers, and if granted, additional charges may apply. Thus said, The Cherwell School reserves the right to deny any requests for storage made by Hirers.

#### **Section 5: Additional Facilities and Services**

- 5.1 The Cherwell School will be under no obligation to supply Facilities or services in addition to those specified and agreed, including but not limited to additional rooms or facilities, event planning support, IT support, caretaking or cleaning services. Any that are supplied will be charged at a rate to be agreed at the time and the Hirer will, in addition, pay all reasonable fees associated with these additional services, (e.g. utilities, staffing or taxes).
- 5.2 Security of the Hired Premises and the Facilities shall be the responsibility of the Hirer during the Period of Hire; however, The Cherwell School reserves the right to charge additional fees for the cost of caretaking or other provision that is required in relation to any particular event.

#### **Section 6: Sports Equipment**

- 6.1 Any Hirer using The Cherwell School Facilities will be required to provide their own sports equipment unless agreed otherwise between the Hirer and the School at the time of booking.
- 6.2 If agreed, any Hirer using sports equipment provided by The Cherwell School should check the equipment prior to use to ensure it is fit for purpose.
- 6.3 For 3G pitch bookings: After use, all Goals must be returned to the appropriate tarmaced storage spaces. The levers on the goals should only be raised/lowered by adults. (3G pitch customers will receive further Booking Conditions in a separate document).

#### **Section 7: Losses and Damages to Facilities**

- 7.1 Any damage, on purpose or accidental, sustained by the building, floor, furniture, equipment or fittings therein during the hire shall be repaired or restored under arrangements made by The Cherwell School. All expenses in relation to damages shall be immediately repaid to The Cherwell School by the Hirer. Damages incurred by normal wear and tear excluded.
- 7.2 Any articles owned by The Cherwell School that are lost or missed from the Facilities during or in connection to any booking must be replaced and paid for by the Hirer.

#### **Section 8: Loss and Damage of Property**

- 8.1 The Cherwell School accepts no responsibility for the security of any clothing, money, valuables or any other property belonging to the Hirer or those invited as part of the booking, nor does The Cherwell School accept liability for their loss or damage. The Hirer shall be responsible for advising all members of the Hirer's party of this condition.
- 8.2 The Cherwell School shall not, in any circumstances, be liable for damage to or loss of any property, articles or things whatsoever placed or left upon the Premises or in the toilets and/or changing rooms by the Hirer or by any persons attending the Event, however such loss or damage may be caused.

### **Section 9: Health and Safety**

- 9.1 The Cherwell School requires all Hirers to complete their own Risk Assessment proper to booking School facilities.
- 9.2 The Hirer shall identify on their Risk Assessment the individual(s) responsible for managing an evacuation of the premises in the event of fire or another incident. The Hirer of a group booking acknowledges that they are responsible for having adequate procedures in place to ensure the safety of people attending the Event.
- 9.3 The Cherwell School gives no warranty that the Hired Premises, facilities and equipment are fit for the Hirer's purpose. All members of the Hirer's party use the Premises, Facilities and equipment at their own risk.
- 9.4 The safety, control and instruction of visitors are the responsibility of the Hirer. In the case of group bookings, the Hirer must have in place proper health and safety and risk assessment procedures appropriate to the Premises, Facilities and equipment. The Hirer of group bookings must ensure that the number of persons using The Cherwell School Premises and Facilities is not in excess of the number which may safely use them.
- 9.5 The Hirer shall comply with Health and Safety regulations and the rules and guidance issued in relation to the Premises, Facilities and equipment. The Hirer must take all reasonable steps to safeguard and protect The Cherwell School Premises, facilities and equipment (other than consumables) from loss and damage and use them with consideration and with due regard to other occupiers and nearby residents.
- 9.6 The Hirer of group bookings shall be responsible for the control of spectators and shall be liable for any claims resulting from the failure to exercise such control. If the Hirer of a group booking is exclusively occupying any area, it will be responsible for controlling its own "gate."
- 9.7 For the duration of the period of hire, the Hirer must ensure the following:
- The Hirer and/or Named Person take responsibility to be qualified and competent to run the activity.
  - Normal emergency procedures are followed.
  - Provide suitable first aid equipment for the event and for group bookings, a suitable first aider is present.
  - No School equipment is used unless expressly permitted by the School.
  - Familiarity with emergency equipment, such as fire extinguishers, alarms, mobile telephone and first aid facilities.
  - An emergency evacuation procedure is established. This will detail who will be responsible for taking control, calling emergency services and where to assemble. Consideration must be given to the needs of disabled participants.
  - Facilities and equipment (if made available) are used in a responsible manner, an orderly way and for the purposes for which they are hired and do not compromise the safety of the Hirer and/or their Clients, the School or the equipment.
- 9.8. For the duration of the hire, the Hirer (and named person) must ensure that:
1. If preparing, serving, or selling food, the Hirer must observe all relevant health and hygiene legislation and regulations.
  2. Alcohol is not consumed or served without the written agreement of the School.
  3. Further to the Government's 'Smoke Free' law, Hirers shall respect the School's strict No Smoking policy and ensure that members of their party do not smoke or vape while on site.
  4. Emergency exits, fire extinguishers, alarm points are not obstructed.
  5. Adequate walkways are available to allow free and easy access and egress.
  6. No gas cylinders or canisters are used inside the Premises or on School grounds.
  7. Combustible materials are not placed adjacent to heat sources.
  8. Equipment is used for the purpose for which it was designed.
  9. Electrical equipment is PAT tested and complies with the British standards when applicable.
  10. Flammable or hazardous substances are not to be used.
  11. No open fires, candles or unauthorised electrical equipment will be used on the Premises.
  12. Noise levels must be contained to a reasonable level at all times.
  13. All areas of the Premises shall be left in a good state of cleanliness. Failure to do so will result in an additional charge, the amount to be determined by the School.

## **Section 10: Terms of Payment**

- 10.1 The Cherwell School reviews pricing each summer and will inform customers of any increases prior to the start of each new academic year in September.
- 10.2 Payments for bookings are to be paid for in advance of the booking. One-off events/bookings must be paid 14 days prior to the booking. If a booking is made within less than 14 days, the invoice must be paid in full immediately upon receipt.
- 10.3 Invoices for regular bookings will be raised monthly or at other intervals (e.g. termly or annually) if requested; monthly invoices will be raised at the beginning of each month and must be paid at least three days before the first date listed on that invoice. The Cherwell School reserves the right to cancel future bookings if payment is not made within agreed terms.
- 10.4 Deposits for large bookings or one-off events should be expected and are at the discretion of the Lettings Manager. Deposits will apply towards the total hire fee, unless any breakages, damages or unreasonable mess must be charged, in which case the deposit will go towards rectifying those issues.
- 10.5 The Cherwell School may share your details with debt collecting agencies if appropriate action needs to be taken. You will be made aware of this prior to it happening.
- 10.6 Fees may be varied outside of the regular summertime schedule by the School as appropriate. The School will give 28 days' notice in writing of a variation to the Fee. If the Hirer does not accept said variation, then they may give 28 days' notice in writing (before the School notice runs out) to end the Agreement. In the intervening period the original Fee will continue to apply.

## **Section 11: Cancellations (School bookings other than 3G pitch)**

- 11.1 The Cherwell School reserves the right to cancel this Agreement with immediate effect by written notice to the Hirer by reason of any breach of the agreement without reimbursement of any payments.
- 11.2 Hirers may cancel regular bookings (*regular bookings defined as bookings that happen weekly/monthly/termly, with at least 4 bookings confirmed*) by giving at least 48 hours' notice to the Lettings Manager *in writing, and a credit note for the amount paid will be added to the client account for future use*. Bookings cancelled with less than 48 hours' notice will still be charged.
- 11.3 One-off / ad hoc bookings may be cancelled by the Hirer in writing. In the event of cancellation, The Cherwell School reserves the right to charge for the booking as follows:
  - a. If cancelled with more than 7 days notice, a credit note or refund will be offered, less a 15% administration fee.
  - b. If cancelled with 3 to 6 days notice, a credit note or refund for 50% of the fees will be returned.
  - c. If cancelled with less than 48 hours notice, no credit note or refund will be offered.
- 11.4 No Hirer shall pay for a booking that is cancelled by the School due to School events or building works. Where a booking is cancelled by the School, the following applies:
  - a. The Cherwell School aims to offer alternative facilities before being forced to cancel a booking.
  - b. The Cherwell School will give at least two weeks' notice of cancellation.
  - c. If notice falls within two weeks to two days of the booking, The Cherwell School will offer the Hirer a 50% discount on a future booking (of the same value as the booking cancelled).
  - d. If notice falls within 48 hours of the booking, The Cherwell School will offer the Hirer a free future booking (of the same value as the booking cancelled).
- 11.5 The Cherwell School shall not be liable to the Hirer for any loss or damage suffered or any cost or expense incurred by the Hirer due to any cancellation.
- 11.6 The Cherwell School reserves the right to move a booking from one facility to another, if/when School requirements dictate a change.
- 11.7 The Cherwell School reserves the right to cancel any further bookings made by the Hirer if no cancellation notice is given, repeated "no shows" of bookings occur, or if the Hirer is late with payments without reasonable explanation and notice given to the Lettings Manager.

### **11.8 3G Pitch Cancellation Policy**

Regular (*regular bookings defined as bookings that happen weekly/monthly/termly, with at least 4 bookings confirmed*) 3G pitch bookings may be individually cancelled via email by the Hirer or The Cherwell School, giving at least 72 hours' notice of each booking cancellation.

- a. For Hirer initiated cancellations with more than 72 hours notice, a credit note will be created for the customer to use towards a future booking. If a refund is requested and proper notice is given, the refund will be given, less a 5% administration fee.
- b. For Hirer initiated cancellations with less than 72 hours' notice, no credit or refunds will be offered.
- c. In the event of a Cherwell School initiated cancellation with more than 72 hours notice, the Hirer will be offered either a full refund of the cost of the cancelled session/s or be given an additional session/s at a later date in place of the cancelled booking.
- d. In the event that a 3G pitch booking must be cancelled with little notice due to extraordinary situations (i.e. power outages, school closure due to Government Guidance, or dangerous weather conditions), the Hirer will be offered either a refund of the cost of the cancelled session/s or be given an additional session/s at a later date.
- e. Please note that the Cherwell School 3G pitch is an all-weather playing surface, so the 72 hour notice period applies to regular weather occurrences such as heavy rain, cold temperatures or snow.

### **Section 12: Insurance**

- 12.1 The Cherwell School does not undertake to maintain any insurances save those required by law.
- 12.2 Hirers are expected to have their own annual public liability coverage of at least £5,000,000. Hirers must supply evidence of current cover at the time of booking, as well as when existing coverage expires and a new certificate is issued.
- 12.3 Where a Hirer does not hold their own Public Liability Insurance, The Cherwell School public liability coverage may be available to Hirers using the Premises for low-risk activities. Additional fees may apply and excess charges for each claim may incur fees, which will be charged to the Hirer.

### **Section 13: Liability, Indemnity, and Exclusion of Tenancy**

- 13.1 The Hirer and the Hirer's party use the premises and facilities at their own risk and so far as the law permits shall bear the entire risk of:
  - liability and claims for personal injury and death not caused by the negligence of The Cherwell School
  - damage, destruction, theft or loss in relation to the premises and the property of the Hirer and its party whether or not the property was in the custody of The Cherwell School
  - cancellation, except as otherwise provided in these conditions, and complaints or claims of any other nature in relation to the Premises and Facilities
  - all loss and damage by or to any equipment or other chattel brought onto the premises by the Hirer
  - property and equipment which the Hirer brings on to the Premises
  - all consequential losses whatsoever
- 13.2 The Hirer shall indemnify The Cherwell School against all such claims and against all loss or damage to the property of The Cherwell School not recoverable under any insurance policy and for which the Hirer or the Hirer's party are legally liable.
- 13.3 The licence granted under this agreement is not intended to create the relationship of landlord and tenant and the Hirer shall not be entitled to a tenancy, or to an assured short hold or assured tenancy, or to any statutory protection under the Housing Act of 1988 or to any other statutory security of tenure now or when this agreement ends.

### **Section 14: Licences**

- 14.1 The Hirer shall comply with the conditions contained in all licences granted to The Cherwell School by the relevant Licensing Authorities in respect of the Hired Premises and also with the provisions of the Public Health Acts, Local By-Laws and any other relevant statutes or regulations and the requirements of the Performing Rights Society. In so far as any other licence permission or authority is required in respect of the event, the Hirer shall be responsible to determine whether such licence permission or authority is required and to obtain it. The Hirer shall indemnify The Cherwell School against all liability claims, fines or costs on account of the breach of the same.

- 14.2 The Hirer will, at their own expense, obtain a Temporary Event Notice from the local authority if such a notice is required for their event.
- 14.3 The Cherwell School does not hold a Public Entertainments Licence for any of its premises. Events may not therefore be held which require one unless a Temporary Event Notice (TEN) has been obtained. A copy of a TEN must be lodged with The Cherwell School five working days before the event. Failure to lodge the TEN with The Cherwell School will result in cancellation of the Hire under clause 11.3, c.
- 14.4 No gaming is permitted except in accordance with the conditions of the Gaming Acts when gaming is carried on at an entertainment promoted for raising money to be applied for purposes other than private gain.

### **Section 15: Freedom of Speech**

- 15.1 It is the responsibility of the organisers of any meeting or activity at which they may reasonably expect disruption of any kind to inform The Cherwell School at the time the booking is made, and in no case less than 28 days before the date of the event, of the names of the proposed speakers and the subject matters of their talks. Where such prior notice is not given and there subsequently appears to be risk of disruption, the Hirer shall be in breach of the conditions of the booking and The Cherwell School may withdraw permission for the use of its Premises and require cancellation of the meeting or activity at any time.
- 15.2 The Hirer shall ensure that foul racist and abusive language is not used and that any person causing offence shall be removed from the Premises immediately.

### **Section 16: Complaints**

- 16.1 Any complaints with regard to the management and control of the Premises must be made in writing to The Cherwell School Site Operations Manager Hazel Moss on the following email [hmos@cherwellschool.org](mailto:hmos@cherwellschool.org)

### **Section 17: Fire Evacuation**

- 17.1 The Hirer must be aware of the 'out of school hours' emergency evacuation procedures.
- 17.2 It is the responsibility of the Hirer to prepare their own risk assessment to ensure the health, safety and wellbeing of all participants.
- 17.3 No refunds or partial refunds will be given in the event of an emergency evacuation.
- 17.4 The evacuation procedures are clearly signed around the school, directing people from the various zones to the correct assembly points. All Hirers are provided with copies of the School's Fire Evacuation procedures to keep on hand. Please ask the Lettings Manager for copies of the evacuation procedures that relate to the Facility you want to hire.

### **Section 18: Safeguarding, Child Protection, Vulnerable Persons and Prevent**

- 18.1 The Hirer will have regard to current child protection guidance issued by the Department for Education (and other relevant agencies) and have in place appropriate policies and procedures for safeguarding children and child protection and vulnerable persons.
- 18.2 The Hirer specifically undertakes to ensure that all staff and volunteers providing or offering a service on behalf of the Hirer work to the standards outlined through the Department for Children, Schools and Families (DCSF) publication and guidance named [Keeping Children Safe in Education](#).
- 18.3 The Hirer and all staff and volunteers must be familiar with and agree to follow the expectations of said guidance (18.2) and the local area procedures produced through the [Oxfordshire Safeguarding Children's Board](#).
- 18.4 The Cherwell School reserves the right to terminate this agreement with immediate effect if the Hirer does not have the appropriate arrangements with regards to the Safeguarding of children in their care.
- 18.5 The Hirer must follow the most recent government policy for [Prevent](#), and must work in line with The Cherwell School standards and Local Government.
- 18.6 All safeguarding, child protection and Prevent issues will be escalated at The Cherwell School's discretion, and the hirer agrees to information to be passed over to authorities with no warning if necessary.
- 18.7 Where an Organisation or Club hires the facilities to provide a service to children under the age of 18 or vulnerable adults, The Cherwell School will expect a copy of the Organisation/Club's Child Protection and/or Safeguarding Policies, to be provided on application and once a year thereafter on review.
- 18.8 The policy should be agreed by the Organisation/Club's committee and contain the name and contact number of the Organisation/Club's Child Protection Officer.

- 18.9 Where an Organisation or Club is affiliated to a National Body governing their activities, the Policy and membership certificate will need to be provided on application for hire. Thereafter, the renewed membership certificate will need to be presented annually to continue the hire.
- 18.10 The management of The Cherwell School reserves the right to refuse a booking request if they do not consider that there are sufficient child protection / safeguarding controls in place by the hirer.
- 18.11 Where a Hirer offers activities, instruction or education to children under the age of 18, they must complete a Letter of Assurance containing all relevant DBS information.

### **Section 19: GDPR**

- 19.1 By signing this hire agreement, you are agreeing for The Cherwell School to store your contact details and booking information on our cloud-based booking service Bookings+. Your details will never be used directly by Bookings+.
- 19.2 The Cherwell School will only use your contact details for internal reasons; i.e. communications, invoicing and booking.
- 19.3 The Cherwell School will never share your personal details with a third party for promotional reasons.
- 19.4 The Cherwell School GDPR policy can be found on our website. Alternatively, please ask for a copy to be sent to you.

### **Section 20: Agreements**

- 20.1 By agreeing to these Terms and Conditions, the Hirer acknowledges that all necessary documentation will be provided to The Cherwell School prior to the booking taking place.
- 20.2 The Cherwell School requires, at a minimum, the following documentation:
- a. Evidence of Public Liability Coverage
  - b. Risk Assessment to cover activities to be carried out on The Cherwell School premises
  - c. Safeguarding and/or Child Protection Policies for the Hiring Organisation (where applicable)
  - d. Named Person(s) form from The Cherwell School Lettings Pack
  - e. Letter of Assurance (where applicable)
  - f. 3G Pitch Booking Conditions (where applicable)