

Bournemouth School For Girls Lettings/Hire of Facilities



BOURNEMOUTH SCHOOL
FOR GIRLS

Welcome



Thank you for your interest in hiring Bournemouth School For Girls' facilities.

We have a range of rooms and facilities available to allow you to accommodate a wide range of activities and events, such as, sporting events, music, drama, dance, conferences or meetings.

We invite you to read through the information supplied in this brochure which will answer many of your questions. We will of course be happy to discuss your individual requirements either via phone, email, or in person should you wish to make an appointment for viewing.



Lettings Priority

The school's priority is to let to organisations where they meet the following criteria:

- Regular hirers with multiple sessions or reoccurring bookings.
- Appropriately established and constituted organisations (not individuals)
- Opportunities to enhance teaching and learning
- Hirers that align with Bournemouth School for Girls' values and ethos .



Our Facilities for Hire

Main Hall

The hall is a large and versatile space and has in the past accommodated theatre shows, fashion shows, dance shows, conferences, meetings, forums, choirs, orchestral rehearsals and dinner dances. The hall has a stage, lighting, sound and projector with a drop down screen for presentations. At some times of the year it may be possible to set up tiered seating.

The floor space is 17.4m (L) x 13.7m (W) approx.



Dining Room

The dining room is an ideal space to provide catering for guests at events in the hall or as a break out/additional space.

The floor space is 15m (L) x 10m (W) approx.



Hall and Dining Room Combined

The hall and dining room are separated from each other by a corridor with bi-fold doors and can be opened up to provide one usable space.

The corridor floor space is 4m (L) x 7.7m (W) approx.



PE facilities

Dance Studio

The dance studio is our newest facility for hire. The studio has been purpose built and has a wooden floor, wall mounted TVs, sound system, a ballet barre and mirrors.

The space measures: 16.2m (L) x 10m (W) approx.



Gym

The gym is smaller than a sports hall. The school's sports equipment is not included in lettings.

The space measures 16.5m (L) x 12.2m (W) approx.



Field

The school field is available for hire after school, during weekends and holidays. The space is also available for community groups for social use (who receive no form of payment). The field is marked for football in the winter season and for athletics during the summer season.



Tennis Courts

There are 8 tennis courts.



Performing Arts Centre (PAC)

D1

This is the largest room in the PAC and is suitable for meetings, conferences, rehearsals and shows. At some times of the year it may be possible to set up tiered seating if this fits in with school requirements. D1 has lighting, sound and a projector.

The space is 14m x 13m approx.



D2

D2 is ideal for choir rehearsals, meetings, and break out space.

The space is 9.5m x 7.5m approx.



D3

D3 is usually set out with tables and chairs.

The space is 10m x 8m approx.



We have a number of other spaces which are available to hire, for example, classrooms.

We have a car park for each of our entrances. The Castle Gate Close car park can hold up to 86 cars, and the East Way car park can hold up to 30 cars. A number of disabled parking spaces are available.

Toilets are available in each of our buildings. Toilet access is not automatically included for hirers of outside facilities.

Terms and Conditions of Hire

Facilities

- Hirers must use only the accommodation booked for the times and purposes specified on the booking form.
- The hirer shall be required to pay for any breakage, losses or damage to property arising out of the letting.
- The sub-letting of premises is prohibited.
- The wearing of footwear likely to cause damage to floors is forbidden. Special preparations, such as those required for the purpose of dancing, must not be applied to the floors without specific approval. In the dance studio no external shoes are to be worn and no sharp heels or tap shoes. Dance shows/ballet shoes can be put on once in the dance studio if maintained in a clean manner.
- Representatives of the School Governors have free access to the premises at all times for the purpose of inspection.
- The cost of payments to the school caretaker or other person employed in connection with a letting will be payable by the hirer and will be included in the fee charged unless otherwise stated.
- Any additional costs arising from the letting will be payable by the hirer and will be invoiced after the letting.
- The hirer will be required to pay for any breakages, loss or damage to property arising from the letting.
- The charge for accommodation includes the use of furniture only within the room. In the event of the hirer requiring additional furniture a separate charge may be made according to circumstances.
- On days when the school is in session articles for use during the letting may not be delivered to the school before 4.30pm, on the day of use, unless arrangements for earlier delivery are made with the Director of Finance and Operations.
- The hirer shall remove all chairs or other furniture, decorations and any other materials introduced into the premises, immediately after the period of hire.
- Stage lighting, audio and visual equipment may be operated only by competent persons approved by the school.
- Where the kitchen is let it will be subject to the Director of Finance and Operations' special agreement. When let, the management and food preparation of the kitchen is the hirers' responsibility. Hirers are referred to the Environmental Health Department at Bournemouth, Christchurch and Poole Council, telephone no 01202 123123 to establish their legal responsibilities.

Licences

- Hirers must ascertain from Bournemouth Borough Council whether or not a licence is required for their use, or for any other use to which premises are to be put, and if so, must obtain and ensure full compliance with the necessary licence.
- Intoxicating liquor shall not be sold or supplied on educational premises without the express consent of the School Governors and the obtaining by the hirer of an occasional licence.
- Hirers of educational establishments are required to furnish details direct to the Performing Rights Society of "all musical works, whether published or in a manuscript, performed at the premises vocally, instrumentally or mechanically, at entertainments for which a charge is made". Where appropriate, a form should be completed and forwarded direct to the Performing Rights Society Limited immediately after the letting has taken place.
- When commercial sound recordings are publicly used an application for a licence to use such recordings must be submitted to Phonographic Performance Limited, 1 Upper James Street, London, W1F 9DE.



Terms and Conditions of Hire

Insurance

- The School Governors shall not be responsible for the loss or damage to any property whatsoever or death or injury to any person whatsoever. Hirers should provide their own insurance against their liability towards the public and their own employees in this respect.

School Field

- Hirers of the School playing fields must ensure that the use of the playing field will not prejudice its use for normal purpose. Full supervision by a responsible adult must be undertaken whilst the field is being used. Motor vehicles must not be taken on to the school playing field.
- The school reserves the right to render the playing fields or football pitches unplayable in poor conditions.

Safeguarding

- The school governors have due regard to safeguarding regulations and require all hirers of the premises and site to comply with these. It is the expectation that hirers will provide a copy of their safeguarding policy to the school and note that the school's Designated Safeguarding Lead is Ms Anna Collins who is contactable on the school number 01202 526289. The hirer will provide Enhanced DBS check details for the lead person for any regulated activities for under 18's and will ensure all staff and volunteers have appropriate clearances.
- The school governors take due diligence in regard to safeguarding and Prevent of who is present on the school site and require the same diligence of all hirers of the premises and site.

First aid

- It is the hirer's responsibility to ensure their First Aid obligations are met.

Cancellation

- The School Governors reserve the right to cancel any letting. Any deposit paid will be refunded in these circumstances. Refunds will not normally be made in the case of cancellation by the hirer.

Contact us:

For further information/to make an enquiry please contact Lisa McKenzie on 01202 526289,

or by email: lettings@bsg.bournemouth.sch.uk

Location: Bournemouth School For Girls, Castle Gate Close, off Castle Lane West, Bournemouth, BH8 9UJ

