



BOOKING FORM - RENTAL OF SCHOOL PREMISES

(During the week after 15.30, in weekends and during holidays)

NAME:
ADDRESS:
TELEPHONE NUMBER:
EMAIL ADDRESS:

CONNECTION TO THE BRITISH SCHOOL:

ACTIVITY / EVENT:

Description: _____

Is this activity/event organised by The British School? **YES** **NO**

Will the participants pay a fee? **YES** **NO**

Will the organiser receive payment? **YES** **NO**

How many people are expected to come? Adults: _____ Children: _____

N.B. if more than 100 people will attend a risk assessment form must be completed

Who is responsible for first aid and emergency evacuation? _____ Mobile: _____

Who is responsible for clearing up the facility you rent? _____ Mobile: _____

LOCATED AT WHICH BSN PREMISES? JSD / JSL / JSV / SSV

FACILITY NEEDED: _____

DATE(S) (if more than one date, please add as an attachment) _____

STARTING TIME (including preparation): _____

CLOSING TIME (including clearing up): _____

DURING BSN SCHOOL HOLIDAYS? **YES** **NO**

EQUIPMENT REQUIREMENTS:

INVOICE ADDRESS:

I have read the BSN rental conditions (see reverse side) and agree to adhere to them.

SIGNATURE RENTER:

SIGNATURE BSN RENTALS:

Date:

Date:

Please send this form to the address below for the attention of the **BSN Rentals Office:**

The British School in The Netherlands
Vrouw Avenweg 640, 2493 WZ, Den Haag

E-mail address: bsnrentals@britishschool.nl

Website: <http://www.britishschool.nl>

RENTAL OF SCHOOL PREMISES

RENTAL CONDITIONS

Please remember that the BSN is a school for children. We ask you to respect the learning environment created by our children and teachers and to leave all rooms and displays as you find them.

1. Preparation and clearing up must be done by the people who rent the premises within the booked (!) time. If you exceed the booked time, the British School in the Netherlands (BSN) Rentals department will charge you for any additional time
2. All incidental bookings have to be submitted at least 5 working days before the planned event. Recurring bookings need to be submitted before the end of the preceding term
3. Cancellation of an incidental booking can be done up to 5 working days before the event
4. Recurring bookings (i.e. every Monday) reserve space for the whole term. We will not refund for dates missed and will only accept changes or cancellations if the recurring reservation needs to be changed or removed for the rest of the applicable term
5. Please make sure that there is adequate adult supervision of children (at least one adult for every ten children!)
6. The tennis courts cannot be used when the temperature at ground level is below 1 degree Celsius
7. Smoking is not allowed inside the school buildings, at the Boerderij or on the tennis courts. Please do not litter the grounds when smoking outside
8. Please do not block the entrances, corridors and/or the fire exits
9. Please park your car in the parking spaces
10. Dogs are not allowed for health and safety reasons. Thank you for not bringing yours
11. **Make sure that the facility you rented is cleared up and cleaned upon departure. This includes the toilets and, if applicable, the kitchen area.** The BSN Rentals department reserves the right to charge you for the cleaning costs, should you fail to meet this obligation
12. The British School does not rent out equipment such as laptops, projectors, beamers, projection screens, sound equipment, etc.
13. Should you or one of your party cause damage to any BSN property, the BSN Rentals department will charge you for repair costs or replacement
14. Persons/organisations renting the BSN premises need to make sure they are sufficiently insured
15. For insurance purposes all activities after 15:30 during term time, during weekends and holidays need to be booked by filling in the booking form
16. The British School is not responsible for the provision of first aid
17. Please note that the concierge is responsible for the care, security and safety of the facility you have booked. The concierge has the authority, on behalf of the BSN, to refuse the use of the facilities to any individual who does not abide by any rule or regulation of the BSN. The BSN will support decisions made by the concierge whilst carrying out his/her official duties
18. The BSN Rentals department reserves the right to terminate a rental agreement if general BSN interests are violated

EMERGENCY EVACUATION PLAN

Every school has an Emergency Evacuation Plan displayed in prominent positions. It is essential that you make yourselves familiar with the procedure for fire and evacuation at your venue. The Emergency Evacuation Plans will include the following guidelines:

- Stay calm and do not panic.
- Before leaving your room, close all doors and windows.
- Leave the room and the school in an orderly manner.
- Follow the exit plan and make your way out of the building to the appropriate muster point.
- If the way is blocked, exit by the nearest alternative route.
- Under no circumstances should you go back into the building during the evacuation procedure.
- Wait for the all clear to be given before re-entering the building.