

Additional Terms and Conditions for the Hire of Oasis Academy Enfield Premises for Parties & Events Involving Food and Drink.

Oasis Academy Enfield is a new and smart facility which is a community resource to be respected and cared for by the community and all who use it. Therefore these additional terms and conditions are designed to protect the hired areas from misuse and to ensure they are left clean & tidy ready for the next school day.

- 1) Over and above the hire charge a deposit of £200 will be required before the party. This is to cover any cleaning and site overtime required after the event to bring the area(s) back to a 'school ready' standard. If full cleaning is carried out by the hirer to the satisfaction of the Academy then the full deposit will be returned, otherwise a portion will be retained by the Academy to cover costs. Current costs are: Cleaning £10 per cleaner per hour. Site £25 per person per hour.
- 2) Site personnel will need to be hired to cover set up and actual event time plus 1 hour after the event to move furniture back into place. Costs are currently £25 per hour. If other events allow, set up for a Saturday events can start Friday evening from 6 -7.30pm free of charge. During the event site team will be as unobtrusive as possible but will be on hand to assist in any way and to patrol/check toilets once an hour.
- 3) Hirers and their guests are only allowed into the areas hired.
- 4) Children are to be supervised at all times.
- 5) Only family and children's parties are allowed. No parties to celebrate 16th to 21st birthdays.
- 6) Any spillage of food or drink must be cleared up immediately. Either the site person on duty can be called to do this or it can be done by the hirer using cleaning equipment provided.
- 7) Whether final cleaning is to be provided by the Academy or not, all rubbish is to be collected by the hirer and put in black sacks also provided by the Academy.
- 8) Chocolate fountains, candy floss machines and any other potentially messy items are not to be used except in the Cyber Café and all mess from these machines is to be cleared by the hirer.
- 9) Smoke machines are not allowed due to our fire alarm system.
- 10) Due to high level fire detector beams Helium filled balloons can only be used if tethered for decoration and care must be taken when placing and removing. Hirer will be liable for the cost of removing balloons from our high roof area and/or fire brigade call out costs. Removal of balloons can be extremely expensive as high reach equipment may be required.
- 11) All guests must be off the premises by 11am latest.
- 12) VAT should be added to all quoted hire costs

Equipment available at no extra charge:

- 10 fixed base round tables 100cms dia.(ground floor only)
- 20 round tables on wheels 100cms dia. (ground floor only)
- 25 rectangular tables 120 x 80cms (seat 4) – 2nd floor only
- 10 round tables on wheels 90cms dia. (2nd floor only)
- 7 Gopak fold up tables 183 x 68cms (seat 6 – 8)
- 200 fold up chairs
- 140 multicoloured chairs (ground floor only)

Equipment to hire:

- Stage units (12 x 1mtr sections) £30 per event