

STROMNESS ACADEMY COMMUNITY SCHOOL
Special Functions

Guidelines and Conditions of Let for Special Functions

1. The Dining Hall and Kitchen may be booked for special Functions such as Dinner Dances, Weddings and Social Events from 16.00 onwards during weekdays and at any time during the weekend. All facilities are available throughout the school holidays.
2. Bookings should include the time required to decorate, set up tables, prepare food, etc in the kitchen on the day of the function.
3. Access to the premises is permitted on the night prior to the function to decorate and set up tables. However, the facilities require to be booked for this purpose and there will normally be an additional charge to that for the function.
4. The use of staging and disco lighting is included in the letting charge.
5. Caterers should be familiar with the equipment, its operation and the level of cleanliness required in the kitchen area. If they are not, then arrangements **must** be made for them to visit and discuss the use of the kitchen facilities. If the kitchen or any equipment requires additional cleaning after an event, a charge will be made to the caterers.
6. Caterers are responsible for disposing of their own rubbish. Any waste items left at the school must be segregated: bottles and cans must be washed and bagged separately for recycling. Only non-recyclable waste can be put in the large Euro-bins. Any additional waste charges incurred by the school will be invoiced to the caterers.
7. Letting charges are set by the Department of Education and Recreational Services, and can be provided on request.
8. All bookings are provisional until they have been confirmed in writing.
9. A Steward will always be on duty during the period of let but his/her responsibilities relate to the security of the building. Groups hiring the facilities are required to provide their own stewards/helpers for clearing tables, etc between a meal and a dance and also to provide doorpersons for an open licensed function.
10. Each group is responsible for the conduct and behaviour of those attending the function and will be held responsible for any damage caused by those attending to property or equipment during their period of let.
11. The school does **not** accept responsibility for the loss of personal property. All user groups and individuals are strongly advised to ensure that money and valuables are NOT left unattended.
12. The school does **not** accept responsibility for damage caused to decorations by pupils during the school day.
13. The school is designated as a NO SMOKING ZONE, but smoking may be permitted in the Dining Hall and Entrance Foyer at special functions.
14. The consumption of alcohol is NOT permitted within the school premises, except at licensed functions.
15. In the event of a fire or similar emergency, users will be required to leave the building when the alarm bell sounds. Details of the evacuation procedure are enclosed and should be made known to the person in charge of your group during the period of let.
16. All musical equipment must be removed from the Dining Hall and stored in the designated area, before departure at the end of the function.
17. Decorations can be removed from the Dining Hall at a mutually convenient time when the school is open. If the school has to be specially opened for this purpose, there will be an additional charge.
18. All enquiries should be made through the School Office (Tel No. 850660).