



Apex Trust Venue Hire Policy

1. Purpose: Apex Trust welcomes the responsible use of its facilities by the wider community for events, meetings, and activities that align with the school's ethos and values and within UK Law. This policy sets out the terms and conditions for public use of the school premises.

2. Eligibility for Venue Hire

- Community organizations, educational groups and charities, may apply to use the facilities. The discounted charity hourly rate is provided.
- Private individuals and local businesses may book the venue for approved activities or events. Discounts can be applied for more than 6 bookings.
- All bookings are at the discretion of Apex Trust.

3. Available Facilities - Primary (Argyle Road) & Secondary (Cranbrook Road)

- Primary & Secondary Classrooms (AV / Projectors)
- Primary (with Electric hot cupboard for food) & Secondary Main halls
- Primary & Secondary Outdoor areas
- Secondary GF Large Rooms - Suitable for segregated functions / events

4. Booking Process

- All bookings are subject to a minimum of 3 hours.
- A booking form must be completed, outlining the nature of the event, expected attendance, and clearly stating required facilities and arrangements.
- Set up and clearing up time need to be inclusive within the booking timings.
- All viewings and bookings must be made through the school administration.
- The payment of a deposit (25%) secures a booking. The total charge is payable 14 days prior to the booking date.
- Bookings made within 14 days of the date, require payment in full (including 25% deposit) to secure the booking.

5. Fees & Payment

- Venue hire charges will be applied based on the organization, duration, and facilities used.
- Hire rates are available in Appendix 1, a written quote can be provided for a completed booking form.
- 25% of the total charge will be held as a deposit to secure a booking and refunded after post event inspection.
- Payments (total cost + deposit) must be made in full 14 days prior to the date of booking.

6. Conditions of Use

- Users must comply with all health, safety, and safeguarding regulations.
- Alcohol, tobacco, and prohibited substances are strictly forbidden.
- The premises must be left clean and undamaged; any damage will incur additional charges. Cleaning equipment should be used with care.
- Rubbish should be disposed of in the bins provided.
- Noise levels must be controlled to avoid disturbances to neighbors.
- Only hired areas should be accessed and used.
- No school resources, equipment, displays or belongings should be used or disrupted.
- Parking/traffic around the sites should be managed as advised by the Trust.
- No kitchen facilities are available. Hirers may have food/drinks delivered to the premises, however will be asked to exercise care.

7. Insurance & Liability

- External users must provide proof of Public Liability Insurance where applicable.
- Apex Secondary School is not liable for personal injury, loss, or damage to property incurred during the hire period.

8. Cancellations & Refunds

- Cancellations must be made no less than 14 days in advance to receive a refund, subject to a processing fee of £50.
- The school reserves the right to cancel bookings due to unforeseen circumstances, with a full refund provided.

9. Compliance & Enforcement

- Failure to adhere to this policy may result in the immediate termination of venue use without refund.
- The Trust reserves the right to refuse or revoke bookings at its discretion.
- CCTV is in use on the premises for prevention of crime, safety, compliance and property protection.

For further details or to request a booking, please contact the Apex Trust administration contact@apextrust.org or call 020 8554 1208 during office hours.

Appendix 1	Venue Hire Rates
Appendix 2	Venue Hire Agreement
Appendix 3	Venue details - Internal use only



Venue Hire – Rates

Primary Site: 60-62 Argyle Road, Ilford, Essex IG1 3BG		
Space	Charity Rate	Business & Private Rate
Primary Classroom (6 available)	£22 hour	£30 hour
Primary Hall	£80 hour	£110 hour
Primary Playground	£30 hour	£40 hour
Primary Whole Site as above (Capacity 120 people) 8 hours between 7.30am-7pm	£1,400 Day	£1,900 Day
Secondary Site: 287-289 Cranbrook Road, Ilford, Essex IG1 4UA		
Secondary Classroom (10 available)	£30 hour	£40 hour
Ground floor - 2 Segregated Large Rooms	£80 hour	£120 hour
Secondary Main Hall (3rd Floor)	£105 hour	£140 hour
Secondary Outdoor Space	£35 hour	£50 hour
Whole Site as above (Capacity 250 People) 8 hours between 7.30pm - 10pm	£3,000 day	£4,000 day

Additional Charges

Deposit refundable after post event inspection	25% of total fee
Service fee (per Classroom)	£20
Service fee (per Hall/2 GF Rooms/Outdoor)	£60
Equipment Use (per Projector) (Optional)	£15 per 3 hr session
Site/Security/Access Manager (Optional)	£15 per hour



Discounts

- Discount for charitable organisations has been applied to hourly rates. Discounted rate can be applied to other community bookings at the discretion of the Trust.
- Package pricing negotiable for long-term or regular bookings for Business and Private rentals.

VENUE HIRE AGREEMENT

This Agreement is made between:

Apex Trust

287–289 Cranbrook Road, Ilford IG1 4UA Email: contact@apextrust.org
(Hereinafter referred to as "the Trust")

AND

Hirer Name:	
Organisation (if applicable):	
Address:	
Phone:	
Email:	

(Hereinafter referred to as "the Hirer")

1. Purpose of Hire & Booking

Nature of Event:		
Date(s) of Hire:		
Total hours including set up and clear up time. (Min 3 hours).	hours	mins
Timing	From	to
Expected Attendance:		



Area Required (tick all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Primary Classroom | <input type="checkbox"/> Secondary Hall |
| <input type="checkbox"/> Primary Hall | <input type="checkbox"/> Secondary Outdoor |
| <input type="checkbox"/> Primary Outdoor | <input type="checkbox"/> Secondary Whole site |
| <input type="checkbox"/> Primary Whole site | |
| <input type="checkbox"/> Secondary Classrooms | State Room allocation : _____ |
| <input type="checkbox"/> Secondary GF Rooms | |

Facilities required:

No of chairs _____

No of tables _____

AV Projector Y / N

Other: _____

2. Fees and Payment

Total Venue Hire Fee:	£
Post event refundable deposit held:	£
Total Payable:	£

Paid in full

Deposit £_____ paid – Balance £_____ due by: _____

Payment must be completed 2 weeks prior to the event unless agreed otherwise in writing.

3. Terms and Conditions

By signing this agreement, the Hirer confirms that they have read, understood, and agree to comply with the **Apex Trust Venue Hire Policy**, which includes (but is not limited to):

- No alcohol, tobacco, or prohibited substances on premises.
- Premises must be used responsibly and left clean and undamaged.
- Access and security to the premises and implementation of parking guidance given by the Trust will be the responsibility of the hirer unless a site manager is included within the booking.
- No school resources, displays, equipment or belongings should be used or disrupted.
- The hirer should only use and access the area hired and the designated WCs. No other areas of the building should be accessed or used.



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- Events must align with Islamic values and UK law.
- Apex Trust reserves the right to cancel or revoke bookings.
- Public Liability Insurance is required for external organisations.

The Hirer agrees to be liable for any damage caused and to cover any additional costs incurred due to misuse, overrun, or non-compliance.

4. Insurance & Indemnity

Copy of Public Liability Insurance attached (if applicable)

The Hirer agrees that Apex Trust is not liable for any personal injury, loss, or damage to property during the hire period.

5. Cancellations

- Cancellations by the Hirer must be made at least 14 days in advance to qualify for a refund of deposit (minus processing fee £50).
- The Trust may cancel for operational or safety reasons; a full refund will be issued in such cases.

6. Signatures

Signed on behalf of Apex Trust	
Name	
Signature:	
Date:	
Signed by the Hirer	
Name	
Signature:	
Date:	



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Additional notes: