



Date	July 2018
Review	July 2021

Lettings Policy

1 CONDITIONS OF HIRE

- 1.1 Applications for the hire of the hall, classrooms and outside area must be in writing on the enclosed form.
- 1.2 The scale of charges and hours of letting are set out on the enclosed sheet - Appendix 1.
- 1.3 Invoices for single lettings will be issued immediately after the event and must be paid within 30 days. In the case of regular lettings, invoices will be sent at the end of each school term and must also be paid within 30 days.
- 1.4 The hiring charges payable will be those in operation at the time of the booking.
- 1.5 The Governors have the right to refuse any application for hire.

2 CANCELLATIONS

- 2.1 If a hiring is cancelled within twenty four hours of the date of the hiring, the hirer will be liable for any costs incurred by the school.
- 2.2 The school governors reserve the right by notice to the hirer to terminate the hiring at any time for reasons outside their control and to return to the hirer any monies paid but the governors shall not be under any liability to the hirer for any loss or damage they may sustain out of such a termination.

3 FACILITIES

3.1 The capacity of the hall and rooms is as set out below.

Type of Function	Capacity
Stage Shows	150 seats
Dances - where the only seating provided is around the walls of the main hall and in bar	120 people
Parties	100 people

3.2 The school grounds are available for hire as follows:

Type of Function	Capacity
Sports activities	1 junior size football pitch Hard surface play area

- 3.3 Washing-up facilities and access to drinking water may be available for use by prior arrangement with the Site Manager.
- 3.4 Use of any other school equipment must be by prior arrangement and may incur an additional cost.
- 3.5 Use of the kitchen may be possible with prior agreement.

4 LICENCES/LEGALITIES

- 4.1 No excisable liquor shall be sold unless the relevant licence or permission required under the Licensing Act 2003 or any subsequent legislation has been obtained by the hirer or on his behalf and the hirer shall ensure that any conditions attached to such licence or permission are complied with.
- 4.2 The hirer shall not use the premises or any part thereof for a performance for which copyright subsists without the consent of the owner of the said copyright or in any manner infringe any subsisting copyright.
- 4.3 If any part of the premises are to be used for purposes of gaming or games of chance of any description the hirer shall be responsible for securing that the provisions of the Gambling Act 2005 or any subsequent amending Act are fully observed and complied with.
- 4.4 The Hirer shall be expected to comply with the regulations of the Performing Rights Society.
- 4.5 The premises are subject to the normal Sunday trading laws for the time being in force and only restricted items may be sold on a Sunday. Details of these may be obtained from the District Council Offices.

5 HIRER'S RESPONSIBILITIES

- 5.1 No nail or fastening of any kind shall be driven or put into or on to any wall, partition, pillar or other fittings or furniture. (Note: The school have provided, at various points in the main hall, a number of battens to which decorations may be fixed and the caretaker will indicate these to any hirer).
- 5.2 Electrical equipment must not be brought into the premises unless:
- (a) The arrangement has been approved in advance with the hirer, and
 - (b) The equipment has been checked and has a current certificate to confirm that it complies with the Electricity at Work Regulations for the time being in force.
- The hirer is responsible for inspecting and certifying the safety of any non-electrical equipment brought on to premises by them or their invitees or their agents.
- 5.3 The hirer shall repay to the governors on demand the cost of reinstating or replacing or repairing any part or parts of the premises, including any of the furniture and fittings therein contained, which shall be damaged, destroyed, stolen or removed as a result of the negligence of the hirer or their invitees, servants or agents during the period of hire.
- 5.4 The Hirer shall not assign the benefit or burden of the hiring or sublet or share possession of the premises or any part thereof.
- 5.5 The hirer shall indemnify the school governors and Cambridgeshire County Council against all claims, demands, actions or proceedings in respect of any loss, damage or injury caused by or to any persons which shall occur while such person is in or upon part of the premises or arise from any accident or occurrence which happens while such person is in or upon any part of the premises or in respect of any loss or damage suffered or sustained by any person by reason of use of the premises by the hirer.
- 5.6 The cloakrooms will be in the care and custody of the hirer, who must be responsible for any loss that may occur.
- 5.7 The hirer shall arrange insurance to cover the terms of indemnity set out in clauses 5.3 and 5.5 above and produce for inspection written confirmation from the insurance company or broker concerned.
- 5.8 If no suitable insurance has been arranged by the hirer, the hirer may be able, on payment of an additional 12.5% of the facilities hire fee, to effect this insurance through a policy arranged by the school governors. Where a nil hire fee is agreed a minimum premium of £1.25 per booking will apply. Please indicate clearly on the hire application form if this option is to be taken up. This policy carries an excess of £100 for each and every claim for damage to the premises or contents caused other than by fire or explosion.
- 5.9 All areas used are to be left in a clean and tidy condition at the end of the function.

- 5.10 The wearing of footwear of any kind that is liable to cause damage to the flooring in any part of the school is prohibited. When the premises are hired for the purposes of auction sales, horticultural shows or other events of a like nature the hirer must protect the flooring with a suitable covering.
- 5.11 If you run a club/group that involves children, you and your staff/helpers must have had the necessary checks carried out by the Disclosure Barring Service and must comply with the school's Child Protection Policy for Clubs/Activities. (Issued, signed and a copy retained at the time of booking).
- 5.12 All functions held on the school premises must end in time for the premises to be vacated by midnight on the day of hiring. The Attention of the Hirer is drawn to County/District Council By-Laws relating to excessive noise and public nuisance.

6 PROVISION OF STEWARDS

- 6.1 The hirer shall provide such number of adult attendants as may be necessary to secure the efficient supervision of the premises during the hiring, including:
- The orderly and safe admission and departure of persons to and from the premises and the orderly and safe clearance of the premises in case of emergency.
 - The safety of the premises and the preservation of good order and decency therein.
 - Ensuring that all doors giving egress from the premises are kept unfastened and unobstructed and immediately available for exit during the whole time the premises are in use.

6 EMERGENCY CONTACT DETAILS

- 6.1 In the event of emergency during the period of hire, the hirer should contact:
The Site Manager – Zara Buchholzer on 07474646254
The Head Teacher – Mr Mike Fish on 01954 203018 or 07939111249

7 HEALTH AND SAFETY

- 7.1 No smoking is permitted on the school premises or grounds.
- 7.2 Users of premises are reminded of their responsibilities under the Health and Safety at Work Act 1974
- 7.3 No persons shall intentionally interfere with or misuse anything provided in the interests of health safety or welfare in line with the relevant statutory provisions.
- 7.4 Hirers should have their own First Aid Supplies.
First Aid provided and ALL accidents, no matter how insignificant, must be reported to the Site Manager and will be recorded in the accident book.
- 7.5 Hirers should have access to a mobile phone, with good signal, in the case of an emergency. Landlines are also available throughout the building.

8 FIRE INSTRUCTIONS

- 8.1 Hirers must make sure they are aware of and adhere to the fire instructions displayed in the premises.

9 VEHICLE PARKING/RESTRICTIONS

- 9.1 Parking of vehicles must be restricted to the designated parking area(s) as stipulated from time to time by the school.
- 9.2 The speed limit for vehicles within the school grounds is 5mph.

9.3 The Governors reserve the right to restrict vehicle movements/parking on grassed areas if weather conditions are likely to cause damage to the surface.

10 GENERAL

10.1 The governors reserve unto themselves and their officers, servants and agents a right of entry to every part of the premises at any time when duly authorised so to enter.

10.2 The school governors may, by prior arrangement, allow a hirer reasonable time to clear up and remove property either at the end of the hiring or on the following morning but in any event the premises must be clear of all property by 10:00am on the date after a hiring – by arrangement with the Site Manager (8.30am on a school day). The governors do not undertake safe custody of property remaining on the premises.

10.3 The hirer must not do, in or near the premises, any act or thing which may cause the County council or the school or the school governors to incur or become liable to pay any penalty damages compensation costs charges or expenses.

10.4 The hirer must comply in all respects with the provisions of any statutes and other obligations imposed by law or by any byelaws applicable to the hirer's use of the premises

12 SCALE OF FEES AND CHARGES

12.1 These are shown in Appendix 1.

12.2 Revisions of charges will be made with effect from 1st September each year.

B LETS - UNLOCK/LOCK ONLY

Scale 1: Commercial-profit making & Private individuals (Non-extended schools/Community Cohesion activities)**MONDAY - FRIDAY after 6.30pm-10.00pm & SATURDAY 8am-10pm****SUNDAY 8am-10pm****Hall/Outside****£27 first hour****£14 per hour thereafter****Victorian/Base9/10****£25 first hour****£11 per hour thereafter****Hall/Outside****£30 first hour****£14 per hour thereafter****Victorian/Base9/10****£27 first hour****£11 per hour thereafter****Plus Cleaning****£13.46 per hour or****£6.73 per half hour****£15.97 per hour****£7.98 per half hour**If only lock **or** unlock then first hour rate reduces by**£7**If only lock **or** unlock then first hour rate reduces by**£8**

Private individuals will be required to pay Hirer's liability insurance premium of 12.5% of the hire fee (or £1.25 whichever is greater) + 6% (IPT Tax) of the premium in addition.

Scale 2: Profit making/Charging organisations undertaking Extended Schools / Community Cohesion activities**MONDAY - FRIDAY after 6.30pm-10.00pm & SATURDAY 8am-10pm****SUNDAY 8am-10pm****Hall/Outside****£22 first hour****£9 per hour thereafter****Victorian/Base9/10****£20 first hour****£6 per hour thereafter****Hall/Outside****£25 first hour****£9 per hour thereafter****Victorian/Base9/10****£22 first hour****£6 per hour thereafter****Plus Cleaning****£13.46 per hour or****£6.73 per half hour****£15.97 per hour****£7.98 per half hour**If only lock **or** unlock then first hour rate reduces by**£7**If only lock **or** unlock then first hour rate reduces by**£8****MONDAY - FRIDAY 7.30am- 6.30pm Within Caretaker's normal hours****Hall/Outside****£10 per hour****Victorian/Base9/10****£7 per hour****Plus Cleaning****£13.46 per hour or****£6.73 per half hour**

B LETS - UNLOCK/LOCK ONLY

Scale 3: Non profit making organisations undertaking Extended School activities

MONDAY - FRIDAY after 6.30pm-10.00pm & SATURDAY 8am-10pm

	Hall/Outside	Victorian/Base9/10
	<u>£17</u> first hour	<u>£15</u> first hour
	<u>£4</u> per hour thereafter	<u>£1</u> per hour thereafter
Plus Cleaning	<u>£13.46</u> per hour or	<u>£6.73</u> per half hour

If only lock **or** unlock then first hour rate reduces by **£7**

SUNDAY 8am-10pm

	Hall/Outside	Victorian/Base9/10
	<u>£20</u> first hour	<u>£17</u> first hour
	<u>£4</u> per hour thereafter	<u>£1</u> per hour thereafter
Plus Cleaning	<u>£15.97</u> per hour	<u>£7.98</u> per half hour

If only lock **or** unlock then first hour rate reduces by **£8**

MONDAY - FRIDAY 7.30am- 6.30pm Within Caretaker's normal hours

	Hall/Outside	Victorian/Base9/10
	<u>£4</u> per hour	<u>£1</u> per hour
Plus Cleaning	<u>£13.46</u> per hour or	<u>£6.73</u> per half hour

Rates for longer term lettings (eg, holiday clubs) will be negotiated on a case by case basis.

'A' LETS - CARETAKER PRESENT

Scale 1: Commercial-profit making for non-extended schools activities & Private individuals

MONDAY-SATURDAY 8am-10pm

Hall/Outside
£27 per hour

Victorian/Base9/10
£25 per hour

SUNDAYS 8am-10pm

Hall/Outside
£42 per hour

Victorian/Base9/10
£42 per hour

Time from unlock to lock + cleaning

Private individuals will be required to pay Hirer's liability insurance premium of 12.5% of the hire fee (or £1.25 whichever is greater) + 6% (IPT Tax) of the premium in addition.

Scale 2: Profit making/charging organisations undertaking Extended School / Community Cohesion activities

MONDAY - SATURDAY 8am-10pm

Hall/Outside
£24 per hour

Victorian/Base9/10
£22 per hour

SUNDAYS 8am-10pm

Hall/Outside
£27 per hour

Victorian/Base9/10
£24 per hour

Time from unlock to lock + cleaning

Scale 3: Non profit making organisations undertaking Extended School /Community Cohesion activities

MONDAY - SATURDAY 8am-10pm

Hall/Outside
£17 per hour

Victorian/Base9/10
£15 per hour

SUNDAYS 8am-10pm

Hall/Outside
£20 per hour

Victorian/Base9/10
£17 per hour

Time from unlock to lock + cleaning