



## Willingham Primary School and Honey Pot Pre-School

### Lettings Policy & Booking Form March 2022

Policy Reviewed Date	March 2022
Next Review Date	July 2022



## 1.0 GENERAL

- 1.1 All applications for the letting of school premises shall be made through the School Office.
- 1.2 The Site Manager will be responsible for locking/unlocking the premises in respect of all lettings.

## 2.0 TERMS & CONDITIONS

The terms and conditions on which the premises are let shall be as follows:-

### 2.1 BOOKINGS & FEES

- (a) All Applications for the hiring of school premises must be made through the School Office using the appropriate *Booking Form*.
- (b) Bookings can normally only be accepted for up to 6-months in advance.
- (c) A Booking will only be accepted, subject to availability, upon completion of a Booking Form and signed indemnity. All bookings will be confirmed, in writing, by the School Office (*Please do not make any arrangements until you have received written confirmation.*)
- (d) The fees charged will be those in force on the day(s) of the hiring; the scale of charges is normally revised each July with implementation taking effect from **1<sup>st</sup> September** each year.
- (e) All charges are inclusive of caretaking, lighting, heating and water (where applicable).
- (f) Hirers must leave the school clean and tidy, bag up rubbish and deposit rubbish in the bins provided or if the bins are full leave the bags near to the bins. Any additional cleaning required because of exceptional circumstances, the persons hiring the building will be responsible for any such expense. Cleaning will be charged at a rate of £20 per hour and deducted from the deposit if not completed satisfactorily by the hirer.
- (f) All charges will be invoiced and are payable within **30 days** of Invoice Date.
- (g) The hirer shall not assign the benefit or burden of the hiring or sub-let the premises or any part thereof.

### 2.1a SAFEGUARDING

- a) Any organisation/club or group who attendees are children below the age of 18 are subject to the School's safeguarding procedures.
- b) They must provide a copy of current DBS for the staff involved in the activity and a current child protection policy that is acceptable to the School.
- c) No booking will be approved without the above documents.



- d) Willingham Primary School is committed to safeguarding and promoting the welfare of children and young people and expects organisations or clubs hiring the school / college to share this commitment

## 2.2 **DEPOSIT**

- (a) A non-refundable deposit of 30% of the hire charge is required at the time of booking for all Private and Commercial Bookings. (Cheques to be made payable to “Willingham Primary School”).

## 2.3 **CANCELLATIONS**

- (a) Notice of cancellation must be given, in writing, to the School Office at least 14 days before the hiring date. If notice is not received in time then the Hirer will be liable for any costs incurred. Deposits are non-refundable.
- (b) The Governing Body reserves the right, by notice to the hirer, to terminate the hiring at any time for reasons outside of their control and to return to the hirer any monies paid by way of deposit. The Governing Body shall not be under any liability to the hirer for any loss or damage they may sustain arising out of such termination.

## 2.4 **PUBLIC LIABILITY INSURANCE**

- (a) All Hirers must have adequate Public Liability Insurance cover as a condition of the Letting. Please enclose a copy of your own cover with this application.
- (b) If Public Liability Insurance is not held by your organisation/group, you must ensure that adequate cover is obtained. Written confirmation from the insurance company or broker concerned will be required by the Head of Operations prior to the Letting.

## 2.5 **HIRERS' RESPONSIBILITIES**

The Hirer shall:

- (a) vacate the premises by the time stated on the Booking Form.
- (b) obtain the necessary licence if alcohol is to be sold.
- (c) Agree and confirm the responsible Designated Premises Supervisor
- (d) be responsible for obtaining the licence of the owner of the copyright of any dramatic or musical work intended to be performed or sung and must indemnify the College against any infringement of copyright.
- (e) ensure that any equipment brought onto the premises and used is safe and meets the standards of any statutory requirements regarding its serviceability, control and use
- (f) fireproof all scenery and props etc. to be used in any performances, in accordance with instructions issued by the County Fire Officer.



- (g) observe the School's '**NO SMOKING POLICY**'. All those who use the premises are kindly asked to refrain from smoking on the premises at all times.
- (h) observe the School's Health & Safety Policy.
- (i) comply with all applicable notices and signs.
- (j) immediately evacuate the premises by the nearest Fire Exit on the sounding of the **Fire Alarm**. (*The Fire Alarm is a continuous ringing of the college bell*).
- (k) inform the Site Manager immediately of any **accidents/incidents**.
- (l) leave the premises and equipment as found.
- (m) Provide own appropriate first aid personnel and equipment during the letting.
- (n) If any additional expense is incurred, arising from the letting, or any extra cleaning becomes necessary as a consequence of the use of the premises, the person/organisation hiring the school will be responsible for any such expense and charged accordingly.
- (o) Persons hiring premises or grounds will be held responsible for any damage to buildings, furniture, equipment or other property and a claim for the reinstatement, replacement or repair of such will be made whether as a result of the negligence of the Hirer or his/her invitees, employees or agents during the period of hire. The Hirer shall be deemed to have undertaken to pay the cost of such reparation by signing this hire agreement. **Please note** that no nail or fastening of any kind shall be driven or put into any wall, partition, pillar or other fittings or furniture.
- (p) Hirers are also responsible for notifying the Site Manager of any defects with equipment or the property that they identify whilst using the facilities. Notification should be given to the Site Manager immediately.
- (q) In respect of Item 2.5(m), the Hirer will be expected to insure this risk and hold legal liability insurance to cover claims directly arising from their group or organisation's activities.
- (r) The Hirer is responsible for the supervision of all persons attending the premises for the purpose of the hiring whilst they are on the premises or on any part of Willingham Primary school site, and for preserving good order.
- (s) The school cannot accept responsibility for any loss, damage, accident or injury arising during the Hirer's use of the premises, or to any member of the Hirer's party and the hirer shall indemnify the Governing Body against all claims, demands, actions or proceedings.
- (t) The car park is situated to the front of the school. If your function involves many cars you are advised to contact the Police so that they may put '*No Parking*' cones on the road adjacent to the school. All vehicles are parked at the owner's risk. The School takes no responsibility for theft or damage to vehicles while parked on the premises.



### 3.0 FORM OF AGREEMENT & INDEMNITY

3.1 A Booking Form must be completed for each letting, giving full details of use of premises/equipment.

3.2 The following indemnity will be included on the Booking Form and must be signed by the Hirer before the booking can be accepted:-

“I certify that I am not less than 18 years of age. I have read and agree to be bound by the Terms & Conditions of Hire, for the time being in force, and I accept responsibility for the observance of the conditions and agree to pay on demand the letting charge hereby incurred.

I hereby indemnify the Governing Body of Name of school against all claims in respect of injury, loss or damage (including damage to the premises and equipment) arising from this letting.

(In requiring this undertaking the Governing Body does not seek to absolve itself or any employees from liability as owners/occupiers of the premises.)”

3.3 The Governors reserve the right to refuse any booking which is deemed unsuitable.

### 4.0 CATEGORY OF USER

**SCALE 1:** Lettings to **Private Organisations** or **Individuals**.

**SCALE 2:** **Statutory Use, Community Users & Charities**

- a) **Statutory Use:** eg Parliamentary Elections; Meetings of candidates for Parliamentary Elections; County Council, District Council & Parish Council Elections; Parish meetings and Parish Council meetings.
- b) **Surgeries** held by MP's or Councillors.
- c) Use by District Councils for **Civic Receptions** on one occasion per year.
- d) **Fund Raising** activities by recognised **Charities**.
- e) Use by **Community Users** (ie individuals and organisations who are regular users of the school).

### 5.0 SCALE OF CHARGES

5.1 The Scale of Charges will be revised annually at the beginning of each academic year in September.

5.2 All lettings of the school premises shall cover the costs of heating, lighting, water, caretaking and cleaning costs.



**HIRING OF SCHOOL / COLLEGE PREMISES – 1 September 2021 to 31<sup>st</sup> August 2022**

**A) CATEGORY OF USER**

**SCALE 1:** Lettings to **Private Organisations** or **Individuals**.

**SCALE 2: Statutory Use, Community Users & Charities**

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j) Use by **Community Users** (i.e. individuals and organisations who are regular users of the school).

**B) SCALE OF CHARGES – TERM TIME ONLY**

NORMAL HOURS			OUTSIDE NORMAL HOURS	
Monday-Thursday (until 10.00pm) Friday (until 9.00pm)			Weekdays & Weekends*	
ROOM	SCALE 1 £	SCALE 2 £	SCALE 1 £	SCALE 2 £
New Hall	£30.00	£10.00	£40.00	£15.00
Old Hall	£30.00	£10.00	£40.00	£15.00
Outdoor Area	£20.00	£10.00	£30.00	£15.00
Combination of 2/3 areas	£50.00	£12.00	£60.00	£20.00

\*Weekends will be subject to a minimum 3 hour charge at the discretion of the school

**ADDITIONAL CHARGES**

<b>Setting up/Clearing up time:</b>	This must be allowed for when completing the Booking Form otherwise charges for any additional time will be added to the final invoice.
<b>Insurance:</b>	Charged at 12.5% of Lettings charge or £1.30 (whichever is the greater) + 6% Insurance Premium Tax

**D) EQUIPMENT HIRE (Subject to availability)**

<b>Grand Piano:</b> £20.00	<b>Stage &amp; lighting</b> £40.00	<b>PA System:</b> £20.00
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**Please note that the use of ladders and tower scaffold is strictly forbidden unless a current recognised certificate is produced at time of booking.**

E) **USE OF PREMISES DURING SCHOOL HOLIDAY PERIODS**

By negotiation and subject to availability.



# Willingham Primary School



## Lettings Booking Form

Please complete and return to the School Office as soon as possible.

<b>Name of Hirer</b>		
<b>Address for Invoice</b>		
<b>Organisation (if any)</b>		
<b>Date of Hire</b>		
<b>Facilities required</b>		
<b>Time required</b>		
<b>Nature of Function</b>		
<b>Number of Persons</b>		<b>Licensed Yes/No</b>
<b>30% Deposit Enclosed YES / NO</b>		

**I have my own hirers' liability insurance / I wish to be insured through the school in CCC hirers' liability insurance scheme. (Delete as appropriate)**

I certify that I am not less than 18 years of age. I have read and agree to be bound by the Terms and Conditions of Hire, for the time being in force, and I accept responsibility for the observance of the conditions and agree to pay on demand the letting charges hereby incurred.

I hereby indemnify the Governing Body of Willingham Primary School against all claims in respect of injury, loss or damage (including damage to School premises, equipment, furnishings and fittings) arising from this letting.

In requiring this the Governing Body does not seek to absolve itself or its employees from liability as owners/occupiers of the premises.

Signed:

Date:

