

Lettings Policy

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Statement of Intent

The Trust Board is keen to ensure that the most effective use is made of our school premises. Whilst the education of our pupils is the prime purpose of our schools, we believe that they should also be centres for lifelong learning and a resource for parents and the wider community.

Introduction

This policy explains our approach to lettings, the procedures in place for managing lettings, and the roles and responsibilities of those involved within the organisation. An evaluation process will be implemented that seeks to consistently monitor, evaluate and review procedures to facilitate continual improvement and comply with evolving legislation and corporate governance. Many areas of the policy will be included in the Terms and Conditions, which are used in conjunction with the Hire Agreement for Hirers.

The policy will

- a) Provide clear guidelines on the letting and hire of the school premises.
- b) Ensure safe access to the school site and premises
- c) Promote the safe use of the schools facilities
- d) Safeguard the interests of Hertfordshire County Council and the School.

A charge will normally be levied to meet the additional costs incurred by schools in respect of any lettings of the premises. As a minimum, the actual cost to the schools of any use of the premises must be reimbursed to the school's budget where those activities are not directly aimed at raising pupil attainment and achievement.

Definition of a Letting

A letting may be defined as 'any use of the school premises (buildings and grounds) by either a community group or a commercial organisation'.

A letting must not interfere with the primary activity of the school, which is to provide a high standard teaching and learning environment for all its pupils.

The use of the premises for activities such as staff meetings, parents' meetings, Governing Committee/Trust meetings and extra-curricular activities of pupils supervised by the school staff, fall within the corporate life of the school. Costs arising from these uses are therefore a legitimate charge against the schools delegated budget and do not require a letting.

Areas available for hire

The Trustees agree that all learning areas of the schools are available for hire, e.g. assembly halls, classrooms and the car park. The letting agreement will define the areas available and the Hirer shall confine his/her activities to the accommodation and equipment hired, and is not to use any other part of the school or grounds and play areas except insofar, as is necessary for access purposes

The trust's right to cancel permission granted for the use of premises. The trustees may implement this in the following circumstances:

- If the Hirer has breached the Terms and Conditions of the Hire Agreement.
- If any damage has been caused to the premises or property.
- If any person or child has been put at risk as a result of the Hirer's activities.
- If any information has been withheld as to the nature of the hire prior to hire.
- If the Trust deems the nature of the hire inappropriate for a school premises.
- If the Hirer defaults on payment for the hire.
- The Hirer goes bankrupt.

Roles and Responsibilities

The Trust is responsible for:

- Developing and monitoring a suitable Lettings Policy
- Ensuring the implementation of the policy
- Developing and agreeing the Terms and Conditions that support the Hire Agreement for lettings (Appendix A).
- Protecting the interests of school within the Trust with additional appropriate procedures and documentation.
- Ensuring the correct control of hire for each letting
- Evaluating the costs and inflation that may impact the costs associated
- Reviewing the criteria of usage
- Reviewing licences associated with lettings
- Considering other policies that ensure the safe procedures in lettings e.g. Health and Safety and any other which may in future apply
- Reviewing the VAT on School lettings in line with ESFA requirements
- Ensuring the premises provides a safe environment for the purpose of lettings
- Reviewing, monitoring and evaluating the policy on a three year basis or when required (in-line with changes to legislation)

The Headteacher is responsible for the management of lettings. They may delegate the day to day administration of any lettings to the Office Administration team, however retains overall responsibility for the lettings process. The Headteacher will ensure staff are trained to implement the procedures around lettings.

If the Headteacher has any concern about whether a particular request for a letting is appropriate or not, they will consult with the Chief Operations Officer who will determine the issue on behalf of

the Trust Board. The Headteacher will advise the Trust Board if there are any issues with the working practice of the Policy, Terms and Conditions and control and usage of hire.

Operational Process

Organisations seeking to hire the school premises should approach an Office Administrator who will identify their requirements and clarify the facilities available. An Application Form (Appendix B) should be completed. The Headteacher has the right to refuse an application, and interested parties should be advised that no letting should be regarded as “booked” until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed.

Once a letting has been approved by the Office Administrator, a letter of confirmation will be sent to the hirer, setting out full details of the letting and enclosing a copy of the Terms and Conditions and the hire agreement. The letting should not take place until the signed agreement has been returned to the school. The person applying to hire the premises will be invoiced for the cost of the letting as appropriate in accordance with the Trust Board’s current scale of charges. Schools will seek payment in advance in order to reduce any possible bad debts. The Trust prefers that invoices are paid via BACS transfer.

The hirer should be a named individual and the agreement should be in their name, giving their permanent private address. This avoids any risk that the letting might be held to be a business tenancy, which would give the hirer security of tenure.

During a hire of the school’s premises, a member of the school’s staff must be present to open and lock the building.

Charges for Lettings

The Trust is responsible for setting the minimum charges for lettings on the school premises. Charges for lettings will be reviewed on a three year basis; however, the Trust Board reserves the right to amend the costs if the letting is costing the school. The Chief Operations Officer has the discretion to set charges above the minimum when appropriate. The cost will be based on

- Heating and lighting
- Any staffing
- Cost of wear and tear
- Cost for use of school equipment
- Cleaning
- Local market rates

Specific charges are outlined in Appendix C. The Trust prefers that invoices are paid via BACS transfer.

Deposit

The Trust reserves the right to require a deposit over and above the hiring charges as a security against damage to the premises (including equipment) or the premises being left in an unacceptable condition incurring additional costs for cleaning, caretaking or other expenses.

Letting Times

The letting times will be from 9am to 11pm on the weekend and from 4pm to 10pm weekdays in the evening. Other times may be considered by the Chief Operations Officer by application.

Vetting Procedures

The Headteacher will ensure procedures are in place to undertake due diligence for all those wishing to hire the school building. The procedures will request appropriate copies of insurance, information about how they intend to safeguard children if applicable, DBS if applicable and references if deemed appropriate. The Office Administrators will process the due diligence and take copies of any supporting documentation.

Child Protection and the Prevent Duty

Any organisation submitting a lettings request involving working with children and/or young people must submit to the school a signed copy of their current Child Protection Policy.

All hirers must state the purpose of the hire. Each application will be vetted and any concerns will be reported to the Headteacher prior to approval.

When determining whether to approve an application, the Headteacher will consider the following factors:

- The type of activity
- Possible interference with school activities
- The availability of facilities
- The availability of staff
- Health and safety considerations
- The school's duties with regard to the prevention of terrorism and radicalisation
- Whether the letting is deemed compatible with the ethos of the school

An application will not be approved if it:

- Is aimed at promoting extremist views.
- Involves the dissemination of inappropriate materials.
- Contravenes the statutory Prevent duty.
- Is likely to cause offence to public taste and decency (except where this is, in the opinion of the Headteacher, balanced or outweighed by freedom of expression or artistic merit).

The Headteacher will report to the Trust Board if they have reason to believe that a letting has been used for political purposes not previously authorised, the dissemination of inappropriate material or any other purpose that contravenes the Prevent duty.

Where an individual or group is found to be promoting views in contravention of the school's Prevent duty, the person or group is guilty of an offence, under the Education Act 1996, and liable on summary conviction to a fine. In addition, the school will contact the police who will remove the person or group from school premises.

Health and Safety

- Smoking is not permitted in any part of the school at any time including the school grounds.

- No dog, other than a guide dog or for educational purposes with prior permission, is allowed on the school site.

Insurance

The trust expects all those who hire the school, without exception to provide their own public Liability insurance as a Condition of Hire. As a fallback, the Trusts membership of the DfE's RPA scheme would also provide coverage.

- The insurance must protect the Hirer against third party claims for loss, damage, injury or death arising out of the use of the premises for no less than £5 million.
- The Hirer shall supply the school with a renewal of certificate 1 week prior to the date of expiry.
- The Headteacher should ensure that Office Administrators have a procedure that ensures the most up to date certificate is obtained.
- A copy should be taken and held on file for every Hirer.
- If the school is unable to obtain the certificate at renewal it should be brought to the attention of the Head teacher.
- The trust reserves the right to request production of a receipt of payment for the insurance from the Hirer to verify the certificate has not been subject to cancellation.

Licensing

Some activities require specific licences e.g. Bingo, public entertainment, lotteries and amusement licence and theatre. If the Hirer wishes to provide any of these activities, they must obtain a licence for them from their local borough council well in advance of the event, allowing a minimum of 28 days. The Trust will ensure this requirement is covered in the Terms and Conditions of Hire. Hirers will be expected to outline their intentions on the hire form in nature of the function and once obtained provide a copy of the license required. The Office Administrator should ensure this is kept on file.

Event Notices

Hirers holding an event within the school premises may require a temporary event notice. Consultation will need to take place with the school and the council's event section regarding such things as:

- Number of people present
- Capacity of the venue
- Marking of emergency exits
- Provision of emergency lighting
- Safety plans

The terms will advise Hirers to make contact with the councils Event Health and Safety section to gain advice on the specific key requirements. . The Office Administrator should ensure any corresponding paperwork is kept on file.

Equipment

The Headteacher will ensure that any equipment hired has been maintained in line with Health and Safety standards. The Site Team will ensure that equipment is in good working order prior to every hire. It is the responsibility of the Hirer to inspect/check the equipment prior to the hire and report any problems. If problems have not been reported prior to hire the Trust reserves the right to charge the Hirer for damage.

Security

Security of the building is the Headteacher's responsibility.

Press and Publicity

The Headteacher will not permit the Hirer to use the school name or logo in connection with the advertising of any activities of the Hirer without prior request this extends to press announcements and publicity. This will form part of the Terms and Conditions of Hire.

Complaints

If the Hirer is dissatisfied with any aspect of the service they should at their earliest convenience attempt to resolve this with the Office Administrator. If the matter is not resolved satisfactorily the Headteacher should be contacted. If the matter is unresolved the complaint must be submitted in writing to the Chief Operations Officer. Where the Chief Operations Officer has failed to satisfy the complaint the Trust Board may review the case.

Review

Every three years

Appendix A: Terms and Conditions

BOOKINGS AND CHARGES

1. The person by whom the form of application for the hiring is signed shall be deemed to be the Hirer and such person shall be personally responsible for the payment of the scale and other charges payable in respects of the hiring and for the observance and performance in all respect of the conditions and stipulations herein contained and on the part of the Hirer to be observed and performed.
2. All charges may be required to be paid at the time of booking and no booking will be accepted later than 14 days (5 weeks where licensing is required under the statutes referred to in Condition 25) prior to the date required. Final charges will be those applicable at the date of use of the premises.
3. The Hirer may be required to pay a deposit in addition to the scale charges, which may be applied in whole or in part to make good any damage, in accordance with Condition 10.
4. The right is reserved to cancel any hiring without notice where the Trust Board/Chief Operations Officer or Headteacher considers it necessary to do so:-
 - (a) in consequence or any outbreak or prevalence of infectious disease;
 - (b) for any other cause outside its control; or
 - (c) because the Trust Board/Chief Operations Officer or Headteacher reasonably believes that an act is likely to be done in the premises which will contravene the Race Relations Act 1976 or prejudice the performance by the County Council of its obligation under Section 71 of the Act to secure that its functions are carried out with due regard to the need to eliminate unlawful racial discrimination and to promote equality of opportunity and good relations between persons of different racial groups.

In such an event, any sum paid by the Hirer will be refunded, but nor any Body responsible for the management of the school shall be held liable or required to pay compensation for any loss sustained as a result of or in any way out of the cancellation of the hiring.

5. Hirers will be allowed to cancel or postpone a booking on condition that, if 14 or more days notice is given, half fees will be liability
6. The right is reserved to refuse to grant a hiring without giving a reason.
7. Intoxicating liquor shall not be sold, supplied or consumed on school premises except by general or special approval of the Headteacher and subject to any necessary licence having been obtained by the Hirer.
8. The Hirer shall, if called upon to do so, furnish for approval a copy of the programme of any entertainment to be given by the Hirer. In such a case no entertainment shall be given except in conformity with the programme which has been approved.

Failing approval of a programme, the Hirer will be allowed to cancel the hiring on payment of the appropriate fees under Condition 5, unless it is decided to remit such fees.

9. The Trust Board is not be liable for any injury (including injury resulting in death) or damage to or loss of property whatsoever which shall or may occur to or be sustained by the Hirer, his/her assistants, servants or agents or others entering on the property in the exercise or purported exercise of the hiring (except such injury or damage as may occur by reason of the neglect of the Trust Board, servants or agents acting within the scope of their authority). The Hirer will indemnify and keep indemnified the Trust Board and their servants and agents from and against all claims and liability in respect of such injury or damage and all actions, proceedings, costs, damages and expenses in regard thereto and also from and against all other liability claims, demands, proceedings, costs, damages and expenses in respect of injury to persons whomsoever (including injury resulting in death) and damage to or loss of property whatsoever which may arise out of or in consequence of the exercise or purported exercise of the hiring (except as aforesaid).
10. The Hirer shall make good any damage to the property which can be attributed to his use of the premises. The Hirer shall not be responsible for any fire damage to the property occurring otherwise than from the act, neglect or default of the Hirer, his/her servants or agents.
11. In the event of any such damage, the Trust Board may make it good and the Hirer, by the acceptance of the hiring subject to these conditions, will thereby be deemed to have undertaken to pay the cost of such reparation as certified by or on behalf of the Trust Board. If it is not possible to make good the damage and a claim needs to be made against the school's insurance, the hirer will be responsible for the first £100 of any loss or damage to the property.
12. The Hirer shall not infringe any subsisting copyright or performing right, and hereby indemnifies the Trustees against all sums of money which the Trustees may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire.
13. Members of the Trust Board reserve to themselves, and their officials, the right to enter the premises hired at all times on producing evidence of their identify. Stewards should be advised accordingly by the Hirer.
14. No nails, tacks, screws etc shall be driven into or adhesives fixed to any of the walls, floors, ceilings, furniture or fittings.
15. Subject to the provision of the next paragraph, the Hirer shall vacate the premises by 11.30pm unless written authority from the Headteacher (showing the time of extension) has been obtained and shall leave the premises, fixtures, furniture and other property therein in as good order as they were at the time of entry and in as clean a condition as the particular use will allow.

16. The Hirer shall ensure that caterers, contractors and others supplying or serving refreshments, or providing decorations etc comply with all current legislation relating to food hygiene, health, welfare and safety matters and remove from the school premises all their articles and property by midnight on the day of hire if the school is to be used next day, or in any other case by noon on the day following the day of hire, and shall observe and carry out any instructions which may be given to him/her in this connection.
17. Storage facilities cannot be provided. If hirers have been granted permission to leave equipment on premises, they do so entirely at their own risk. Any article or property belonging to the Hirer or any caterer or contractor or other person left on the school premises after the hour named above may be removed by the Trustees and the cost shall be paid by the Hirer.
18. Furniture and apparatus may be brought on to the premises at the hirers own risk. Hirers shall not bring on to the premises any article of an inflammable or explosive nature, nor any article producing an offensive smell nor any other substance, apparatus or article of a dangerous nature.
19. The seating accommodation provided is limited to the number of chairs that are on the school premises on the day of hire and is arranged so as not to affect the means of escape from the premises and to accord with any approved layout which exists for the premises. Subject to approval, further provision may be made by the Hirer at his/her own expense.
20. Any alteration or addition to the fabric and fittings (including electrical lighting or heating systems) and contents of the premises is strictly forbidden, except with the special approval of the Headteacher which may be given subject to conditions, which the Hirer will be required to observe. School furniture shall not be moved except by arrangement with the caretaker.
21. Kitchens and practical subject rooms may be used only for the provision of hot water and the service of light refreshments unless special approval has been given.
22. Any alteration or addition to the electrical lighting or heating systems is strictly forbidden, except with the special approval of the Headteacher which may be given subject to conditions, which the Hirer will be required to observe.
23. If existing stage lighting, spotlights and dimming equipment are required, it is to be clearly stated on the application form. An extra charge may be made for this service and any operation of such equipment shall be carried out by a competent person named and approved in advance.
24. The following special conditions shall also apply when the use of school grounds is permitted for activities of a hazardous nature:

No treatment shall be given to a floor by the hirer. The wearing of footwear which might cause damage to floors is not permitted.

 - (a) The land (including any building or structure therein) is made available in its existing state and condition and neither the County Council nor Trust Board can warrant or represent that it is safe and suitable for the holding of the function or for the

admission of the public. The Hirer shall not publish or say anything tending to lead any person to believe otherwise. The Hirer shall have exclusive occupation of and responsibility for the said land during the period that it is used for the function.

- (b) The Hirer shall secure the removal from the said land, as soon as is practicable after the function of all litter or other rubbish left on the land in the course of or produced by the event, which the Headteacher requires to be removed.
- (c) The Hirer shall insure against his/her liability at law for accidents resulting in injury to persons, (including injury resulting in death) or damage to or the loss of property arising from the use of the premises including the liability assumed under the Conditions 9 and 10 foregoing. The amount of the Insurer's liability must be not less than £5,000,000 in respect of any one accident or occurrence and evidence of the insurance must be produced to the Headteacher at least two weeks before the date of the event.

The Hirer shall ensure that no act is done on the premises, during his/her use of the premises, which contravenes the Race Relations Act 1976 or prejudices the performance by the Trust Board of its obligations under Section 71 of that Act to secure that its functions are carried out with due regard to the relations between persons of different racial groups.

- 25. A non-commercial hirer will continue to be insured where he/she engages an entertainer, band or group for a specific function. The insurance does not extend to protect the entertainer/band/group and it is the hirer's responsibility to receive confirmation that such entertainment carries its own public liability insurance.
- 26. Hirers should familiarise themselves with fire precautions in force on the premises and with the means of escape in the event of a fire. Fire and other exits must be kept clear at all times. The hirer is responsible for ensuring that their party are all out and accounted for in the event of an evacuation and report to the person in charge.

STATUTORY REQUIREMENTS

- 27. The premises hired shall not be used for any "licensable activity" under the Licensing Act 2003 unless the Hirer has obtained any necessary licence from the relevant licensing authority for such use.

"Licensable activity" includes:-

- a. the sale by retail of alcohol,
- b. the supply of alcohol by or on behalf of a club to, or to the order of a member of the club,
- c. the provision of regulated entertainment i.e.
 - i. the performance of a play,
 - ii. the exhibition of a film,
 - iii. an indoor sporting event,

- iv. a boxing or wrestling entertainment,
- v. a performance of live music,
- vi. any playing of recorded music,
- vii. a performance of dance,
- viii. anything of a similar description to vi, vii, or viii above

where that entertainment takes place in front of an audience with the purpose or including the purpose of entertaining that audience.

d. the provision of entertainment facilities i.e.

- i. making music,
- ii. dancing,
- iii. entertainment of a similar kind to i or ii above.

28. The Hirer shall not use the premises or permit them to be used for gaming or wagering other than lawful gaming carried on in accordance with the provisions of the Gaming Act 1968, or any subsequent Act which in whole or in part replaces it.

(See Paragraph B in "Notes" below).

29. If a Door Supervisor or Door Supervisors are used by the Hirer on the premises then the Hirer must ensure that any necessary licence or licenses have been obtained and are in force during the term of the licence. (See paragraph C in Notes below).
30. The Hirer is required, where appropriate to his/her hiring, and where the premises hired are licensed as described above, to acquaint him/herself with the conditions and regulations subject to which the premises hired are so licensed.

If the Hirer commits a breach during the hiring of any of the conditions attaching to any such licence, or of any, including these, regulations, then, without prejudice to the right of the County Council, acting by itself or through any other appropriate body on its behalf, to enforce any liabilities already incurred by the Hirer under these conditions, the Trustees reserve the rights themselves or acting as aforesaid to determine the hiring, if still continuing, forthwith, to forfeit all sums paid by the Hirer and to refuse to grant any further application from him/her for the hire of school premises.

31. No person shall give any exhibition, demonstration or performance of hypnotism on any living person at or in connection with an entertainment to which the public are admitted, whether on payment or otherwise, in the said premises.
32. The Hirer is required to comply with the terms of s.12 Children and Young Persons Act 1933 (as amended) and in particular

(a) where there is provided in any building an entertainment for children, or an entertainment at which the majority of the persons attending are children, then, it is recommended that the hirer ensures at least two responsible adults are present and in charge throughout the whole period of hire. It is recommended that one adult is a qualified

first aider. It shall be the duty of the hirer to station and keep stationed, wherever necessary, a sufficient number of adult attendants, properly instructed as to their duties to prevent more children or other persons being admitted to the building or to any part thereof, than the building or part can properly accommodate, and to control the movement of the children and other persons admitted while entering and leaving the building or any part thereof, and to take all other reasonable precautions for the safety of the children.

(b) If any person on whom any obligation is imposed by s.12 fails to fulfil that obligation, he/she shall be liable, on summary conviction, to a fine not exceeding level 3 on the standard scale, and also, if the building in which the entertainment is given is licensed under the Licensing Act 2003, the licence shall be liable to be revoked by the Licensing Authority.

(c) A constable may enter any building in which he/she has reason to believe that such entertainment as aforesaid is being or is about to be, provided, with a view to seeing whether the provisions of this section are carried into effect, and an officer authorised for the purpose by an authority by whom licences are granted

Notes

A. The Representation of the People Act 1983 does not allow schools to be used **at any time** as “a Committee Room for the purpose of promoting or procuring the election of a candidate”. The Act does not allow schools to be used **on the day of the poll** for the holding of public meetings in furtherance of any person’s candidature at a parliamentary election or for the holding of public meetings by a candidate at a local election to promote or procure the giving of votes at that election (i) for himself or (ii) if he is a candidate submitted by a registered political party at an election of the London members of the London Assembly at an ordinary election, towards the return of a candidate on that list.

B. Under the Gaming Act 1968 the conditions subject to which premises may be used for gaming carried on at an entertainment promoted for raising money to be applied for purposes other than private gain are as follows:-

1. (a) The game must not involve playing or staking against a bank, whether the bank is held by one of the players or not.
- (b) The nature of the game must not be such that the chances in the game are not equally favourable to all the players.
- (c) The nature of the game must not be such that the chances in it lie between the player and some other person, or (if there are two or more players) lie wholly or partly between the players and some other person, and those chances are not as favourable to the player or players as they are to that other person.

2. The game must not be by means of a machine to which Part III of the Gaming Act 1968 applies and must not constitute the provision of amusements with prizes in the circumstances specified in Section 15(1) or Section 16(1) of the Lotteries and Amusements Act 1976.

3. (a) In respect of all games played at the entertainment not more than one payment (whether by way of entrance fee or stake or otherwise) shall be made by each player, and no such payment shall exceed £4.00.

(b) Subject to paragraphs 6 and 7 below, the total value of all prizes and awards distributed in respect of those games shall not exceed four hundred pounds.
4. The whole of the proceeds of such payments as are mentioned in paragraph 3 above, after deducting sums lawfully appropriated on account of expenses or for the provision of prizes or awards in respect of the games, shall be applied for purposes other than private gain.
5. The sum appropriated out of those proceeds in respect of expenses shall not exceed the reasonable cost of facilities provided for the purposes of games.
6. Where two or more entertainments are promoted on the same premises by the same persons on the same day, paragraphs 3 to 5 above shall have effect in relation to those entertainments collectively as if they were a single entertainment.
7. Where a series of entertainments is held otherwise than as mentioned in paragraph 6 above:
 - (a) Paragraphs 3 to 5 above shall have effect separately in relation to each entertainment in the series, whether some or all of the persons taking part in any one of those entertainments are thereby qualified to take part in any other of them or not, and
 - (b) If each of the persons taking part in the games played at the final entertainment of the series is qualified to do so by reason of having taken part in the games played at another entertainment of the series held on the previous day, paragraph 3(b) above shall have effect in relation to that final entertainment as if for the words 'four hundred pounds' there were substituted the words 'seven hundred pounds'.
 - (c) Door supervisor licences are not necessary where:
 1. A security guard is performing duties on premises managed or operated by their employer and are not supplied to perform guarding duties for third-parties or customers of that employer.
 2. A steward employed directly in-house and carrying out guarding duties (except if working on licensed premises, in which case a Door Supervisor licence will be necessary).
 3. Working in an official capacity at a public venue or event, but only checking tickets, giving directions, providing information and assisting the general public

4. Occasionally required to maintain order and discipline amongst individuals, such as a teacher, but not specifically operating as a security guard
5. Performing security activities that are incidental to a main activity and job, such as a shop assistant who is also responsible for locking up and banking cash at the end of the business day
6. A porter, handyman, or other support staff within the security guarding sector but not engaged to provide security

(d) Licensing:

1. Licences for “licensable activities” under the Licensing Act 2003 are obtained from the local borough or district Council
2. Gaming Licences are obtained from the Gambling Commission at Victoria Square House, Birmingham B2 4BP Tel: 0121 230 6666 Fax: 0121 230 6720

Appendix B: Lettings Application Form

Name of Hirer:	
Address of Hirer:	
Contact Number:	
Email Address:	
<i>Please provide details of contact person if different from above</i>	
Name / Address / Contact Number / Email Address:	

Purpose of Hire:					
Attendees:	Total Number of Attendees:		Number of Adults:		Number of Children:
SINGLE BOOKING	Date of Booking:		Start Time:		End Time:
BLOCK BOOKINGS	Frequency / Days				
	Start Date:		Start Time:		
	End Date:		End Time:		
<i>Booking times must allow sufficient time for preparation and clearing away before & after the event</i>					

Facility Required (please tick):	Main Hall <input type="checkbox"/>	Classroom <input type="checkbox"/>	Other <input type="checkbox"/>
	Please clarify:		
Equipment Required:			
Other Arrangements:			
<i>The school does not provide any warranty that the premises, facilities and equipment are suitable for the intended purpose of the hire. The hirer is required to satisfy themselves that their requirements are met and the facilities are fit for purpose.</i>			

Will refreshments be served?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Will alcohol be consumed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, will the alcohol be served or sold?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If permitted by the school, the relevant license must be obtained for all events that will involve the sale of alcohol, gambling and public entertainment. Please contact the local licensing authority.</i>		
<p>I have read and accept the terms and conditions and confirm that I am over the age of 18.</p> <p>I hereby apply for the use of the accommodation and facilities stated, and, if my application is approved, I will ensure payment in advance of the charges due and comply with the conditions which I have read.</p> <p>I confirm that I have been given a copy of the school's own Child Protection Policies and Guidelines and will make myself and all other users within my jurisdiction aware of the procedures to be followed in the event of a fire or other emergency evacuation.</p> <p>I confirm that I understand the responsibilities I have related to insurance as set out in section 9 to 11, 25c and 26 of the terms and conditions.</p>		
Signed (Hirer):		
Full Name (Hirer):		
Date:		

School Approval:

Signed (School):	
Full Name (School):	
Date:	

Appendix C: Lettings Charges

Single Use:	Charge
Assembly Hall	£60 for the first two hours and then £20 per hour thereafter
Community Room	£15 per hour
Classrooms	£15 per hour

Regular Use:	Charge
Assembly Hall	£60 for the first two hours and then £15 per hour thereafter
Community Room	£10 per hour
Classrooms	£10 per hour

Charges for Car Park will be subject to separate negotiations at the discretion of the Chief Operations Officer