

# Lettings Policy

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The hirer shall mean an authorised representative of an organisation. If the hirer is in any doubt as to the meaning of any of the following, the hirer should contact either the school or the Trust Board.

## Conditions of Hire

- ❖ The hirer will be responsible for the supervision of the premises and its contents and the behaviour of persons using the premises
- ❖ The hirer may not use the premises for any purpose other than that described at the time of booking
- ❖ The hirer is responsible for obtaining licences for the sale of alcohol
- ❖ The hirer shall ensure the integrity of the law concerning betting, gaming and lotteries
- ❖ The hirer will indemnify the school for any damages to the buildings or its contents which may occur during the period of hire as a result of the hiring
- ❖ The hirer will be responsible for leaving the premises in a clean and tidy condition, properly locked and secured unless otherwise directed. Any additional cleaning may be taken from the hirer's deposit
- ❖ The school reserves the right to cancel the hiring in the event of national or local elections, or other matters of national or local importance or the premises being rendered unfit for use. The school shall not be liable to the hirer for any resulting loss

## Particular conditions

- ❖ No unauthorised heating appliances or portable Liquefied Propane Gas (LPG) may be used on the premises
- ❖ The hirer must ensure a competent supervisory person for every 50 persons attending any function
- ❖ The premises may not be used for public entertainment after the hour of ten o'clock during the week and midnight at weekends
- ❖ The hirer shall ensure that
  - **ALL ESCAPE ROUTES ARE FREE FROM OBSTRUCTION**
  - **IN THE EVENT OF FIRE, HOWEVER SLIGHT, THE FIRE BRIGADE ARE CALLED AND THEY NOMINATE A FIRE MARSHALL TO UNDERTAKE THIS**
  - **THE HIRER SHALL BRIEF ALL GUESTS ON THE FIRE REGULATIONS AND POINT OUT THE FIRE EXIT PLAN SITUATED IN EACH ROOM USED**
- ❖ The hirer must exercise effective control over the volume of sound so that no nuisance is caused
- ❖ Hirers wishing to use the kitchen must state clearly their intended use and the school reserves the right to refuse use of the kitchen on an individual basis. The kitchen may only be used if manned by a member of the school staff

- ❖ The hirer, at the time of booking, should (if required) request the use of digital projector/interactive whiteboard, flip chart or audio equipment
- ❖ The hirer should note that there are approx 70 chairs available in the hall and should request at the time of booking any additional chairs that would be required
- ❖ Rubbish sacks will be provided, however all rubbish must be removed from the premises
- ❖ Brushes and a dustpan will be provided for use by the hirer
- ❖ **Arrangements for the opening and closing of the premises must be made with the school the day prior to the booking date.**

## Use of Kitchen and refreshment facilities

**USE OF THE KITCHEN IS ONLY BY AGREEMENT ON AN INDIVIDUAL BASIS AND A MEMBER OF KITCHEN STAFF MUST BE PRESENT THROUGHOUT USE.**

**UNDER NO CIRCUMSTANCES SHOULD ANY EQUIPMENT BE REMOVED FROM THE KITCHEN**

For health and safety reasons various pieces of equipment in the kitchen may not be used by hirers

Slicer	steamer	deep fat fryer	fridge/freezer	sterilising sink
Plates	cutlery	beakers.		

Anyone using the kitchen or dining furniture must leave it in a clean and tidy condition.

## Light Refreshments

The school can provide cups, urn, teapots etc but not consumables, on a trolley outside the kitchen for the hirer to make hot drinks. The hirer should leave items on the trolley and the kitchen staff will clean these. A service charge of £12.00 will be made.

## Car Parking

A car park is provided for the convenience of hirers but the school cannot accept responsibility for any loss, damage or accident that may occur as a result of the use of the car park

## Occupancy of Hall

The hall can seat a maximum of 200 people in conference style. Hiring should not exceed this number to maintain a safe limit of people in the hall or fire regulations to be maintained.

## CHARGES

Hire of school hall	per hour	£15.00 for new hirers
Hire of grounds/buildings	per day	£95.00
Bistro	per hour	£13.50
Use of kitchen	per session	£12.00
Light Refreshments	per session	£12.00 service charge
Insurance	per booking	Hirer to provides copy of own policy

There will be a minimum charge of 2 hours.

**A MINIMUM DEPOSIT OF £50.00 IS REQUIRED PER BOOKING.** This would be refundable if all hire conditions are met and no damage has been caused to either the premises or its contents.



**Warden House Primary School  
Booking Form**

(Please read the attached conditions of hire and charges before completing the booking form)

<b>Name of Organisation/Group</b>
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<b>Contact Name</b>	
<b>Contact telephone number</b>	

<b>Purpose of Hire (give brief description including areas required)</b>

<b>Date of hire</b>	<b>Time</b> From..... To.....
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**REQUIREMENTS**

Light Refreshments trolley	Yes / No
Use of Kitchen	Yes / No
Additional chairs	Enter No. required
OHP/Flipchart	Yes / No
Sound equipment	Yes / No

**INSURANCE**

<b>Do you or your organisation have its own Public Indemnity Insurance?</b>	<b>Yes/No</b>
Please attach a copy of the Indemnity form	

**LONG TERM LETTING**

<b>For long term letting of the school an individual charge may be negotiated with the School Business Manager.</b>
Fee agreed: £ _____ Review date of hiring contract: _____

I hereby agree to the Terms and Conditions of Hire for Warden House Primary School grounds and/or hall and understand that failure to comply could result in the retention of the deposit.

Signed.....(Hirer)

**Office Use Only**

Insurance documents presented	Y/N	Booking confirmed by	
Insurance purchased	Y/N	Date	
Deposit paid	Y/N	Deposit returned	
Total payment	£	Payment received	