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 the school office in the first instance.

Conditions of Hire

- Where a hire agreement involves children being on the premises, adherence to Keeping Children Safe in Education (KCSiE) is pre-requisite. The hirer will provide appropriate safeguarding and child protection policies and ensure that procedures are in place (the hirer may inspect these as needed). Arrangements must be in place for the school/trust to liaise with the hirer regarding such arrangements. Failure to do so will terminate any lease/hire agreement. Keeping Children Safe in out-of school settings details the safeguarding arrangements expected.

- 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, including removing any rubbish gathered in the course of or after the event. The hire is to ensure that the premises are locked and secured unless otherwise directed. Any additional cleaning costs incurred, which are directly as a result of the hirer's use of the premises may be deducted from the hirer's refundable 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 that a competent supervisory person is available for every 50 persons attending any function.

- The premises may not be used for public entertainment after 10pm 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 AND THE EVACUATION PROCEDURES.**
  - **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 school may request additional costs to cover the staff member's cost if the use is outside normal work hours.

- The hirer will acquire all appropriate additional licenses for any activities they are running, including those required for the use of any third-party intellectual property.

- The hirer is responsible for carrying out any risk assessments of the premises relating to the activities they are running.

- The hirer shall comply with all applicable laws and regulations relating to its use of the premises.

- 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 chairs available in the hall and they should request at the time of booking any additional chairs that would be required (please check directly with the school for numbers available)

- Rubbish sacks can be provided; however all rubbish must be removed from the premises

- **Arrangements for the opening and closing of the premises must be made with the school the (working) 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 hirer. This includes but is not limited to:

Slicer, steamer, deep fat fryer, fridge/freezer, sterilising sink, Plates, cutlery, and 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. (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 £15.00 will be made.

Allergy Safety Responsibilities

Hirers must read the Veritas MAT Allergy Policy, in particular section 5.7, specific to lettings.

Hirers must be satisfied that they have undertaken required training and they have access to emergency equipment. Please check the location of equipment with your staff contact.

Hirers are to maintain their own risk assessment regarding allergies, and ensure a designated person in their group knows the location of the nearest phone, first aid point, and (where applicable) emergency access routes.

Hirers are responsible for managing food safety, allergic reactions, and emergency medical calls (e.g., dialing 999 immediately for suspected anaphylaxis) during their period of hire, and indemnify the trust against liability arising from negligence by the hirer.

Car Parking

Where a car park is available for the convenience of hirers, 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 maximum numbers in conference style, as follows: Warden

House Primary School - 200

Pilgrims' Way Primary School and Nursery - 150

Mundella Primary School - 100

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 / Secondary Hall (e.g. Dining Hall Pilgrims' Way)	Per hour	£25.00 - £40.00 for new hirers
Hire of grounds/buildings	Per day	£95.00
Secondary Catering facility (e.g. Bistro - Warden House)	Per hour	£15.00
Use of kitchen	Per session (permission may be required from external catering provider)	£15.00
Light Refreshments (may be facilitated – to check locally)	Per session	£15.00 service charge per booking

Insurance – Hirer to provide copy of valid insurance certificate

There will be a minimum charge of 2 hours per hirer.

In addition to the hiring charge paid in advance to secure booking, **a MINIMUM REFUNDABLE 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.

Booking Form

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

Name of Organisation/Group

Contact Name	
Contact telephone number	

Location (School name)	

Purpose of Hire (give brief description including areas required)

Date of hire	**Time** **From…….** **To……..**

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

Do you or your organisation have its own Public Indemnity Insurance?	**Yes/No**

Please attach a copy of the Indemnity form

LONG TERM LETTING

For long term letting of the school and/or the use of multiple areas, an individual charge may be negotiated with the Trust Business Manager.
Fee agreed: £_____ Review date of hiring contract: _____

I hereby agree to the Veritas MAT Terms and Conditions of Hire and understand that failure to comply could result in the retention of the deposit.

Signed…… (Hirer) Date……

Office Use Only

Insurance documents received	**Y/N**	**Booking confirmed by**	
Safeguarding/CP Policy received	**Y/N**		
Allergy Responsibilities Met	**Y/N**		
Deposit paid	**Y/N**	**Deposit returned**	
Total payment	**£**	**Payment received**	