



Burrough Green CE Primary School Lettings Policy

General Conditions of Hire

1. APPLICATION

- Hire of the hall or classroom hire is nominally unrestricted on a suitability of use basis, but booking priority will be given to school functions, regular uniform group meetings and Church sponsored activities.
- Separate application is required for use of the school kitchen, otherwise this area of the school is out of bounds and equipment therein must not be used.
- The current scale of charges are set out in Appendix A (attached) and these will be reviewed and every two years in the Summer Term for application from the following September (Autumn Term).
- Hire of the agreed school area is usually restricted to within school term dates to enable necessary maintenance to be undertaken. Hire outside term dates may be considered on an exceptional basis if deemed appropriate and manageable.
- The hirer will be liable for any damage to school property that occurs during the period of hire (see section 4).
- Application for the hire of the hall or classrooms must be in writing on the enclosed form A1.
- An invoice for full payment will be sent at the end of each hire period (end of applicable term for regular termly hire) and must be paid within 14 days of receipt of the invoice.
- All persons under the age of eighteen must be supervised by a responsible and, where appropriate, properly qualified adult.
- The Hirer shall not assign or sub-let the letting without the prior written consent of the school.
- The Governors reserve the right to refuse any application for hire which is in conflict with the aims and values of the school.

2. CANCELLATION AND REVISION TO HIRE ARRANGEMENT

- Where there is a regular termly hire agreement the 'parties' (ie: hirer and school) will endeavour to identify and communicate each parties' requirements at least one term ahead so that suitable revision to arrangements can be made.
- The hirer or school may cancel a booking by giving 14 days notice in writing or by telephone direct to the school office. The school governors reserve the right by notice to the hirer to terminate the hiring at any time for reasons outside their control, but will endeavour to avoid this, especially within the 14 day notice period. Where possible, alternative space may be offered (i.e: use of a classroom instead of the hall) to enable a booking to be accommodated.
- The governors shall not be under any liability to the hirer for any loss or damage they may sustain arising out of such termination.

3. LICENCES

- If the premises are to be hired for a public entertainment it should be noted that the School does not hold a Public Entertainment Licence and this will have to be applied for by the hirer from the appropriate authority.
- No excisable liquor shall be sold unless an occasional licence has been obtained by the hirer, and the hirer shall ensure that the conditions attached to such a licence are complied with.
- 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.



- 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 Betting, Gaming and Lotteries Act 1963, the Gaming Act 1968, or any subsequent amending act are fully observed and complied with.

4. HIRER'S RESPONSIBILITIES

Adherence under the Licensing Act 2003 with regard to "Protection of Children from Harm".

- where alcohol is sold, requirements for the production of a proof of age card;
- limitations on the hours when children may be present;
- limitations on the presence of children under certain ages when specified activities are taking place;
- age limitations (below 18);
- limitations or exclusions when certain activities are taking place;
- requirements for an accompanying adult;
- full exclusion of people under 18 when licensable activities are taking place.

The hirer must have in place appropriate child protection policies, procedures and codes of conduct that are compatible with those of the school and the Area Child Protection Committee (if working with, or providing services to children). Any contract can be terminated with immediate effect by Burrough Green CE Primary School if the hirer is failing to discharge their child protection responsibilities. 'Appropriate policies' includes ensuring that supervisors of children are appropriately DBS checked. The school has a duty to ensure children on the premises are protected and all supervisors must bring their original DBS certificate and a form of photo ID to the school office for checking before any form of supervision of children is undertaken.

It is a condition of this letting that that the hirer shall not permit smoking in the premises or within the grounds of the school.

The hirer accepts that he/she should familiarise himself/herself with the positions of escape routes, fire alarms and fire fighting equipment. Notices regarding the procedures in relation to the action in the event of a fire should also be studied and information disseminated. Fire engine access to the premises, via the main gate, should be kept clear and the hatched "no parking" area must be observed at all times.

The premises must be left in a clean and tidy state. Tables (if used) must be wiped clean. If furniture is moved, it must be returned to where it was found. In the case of this standard not being met, then a charge will be made to cover any necessary cleaning.

All debris resulting from any activity during the hire period – food, litter etc must be removed from the premises at the end of the hire period before leaving or at such time as agreed with the school office.

The hirer shall provide such number of attendants and supervisors as may be necessary to secure the efficient supervision of the premises during hiring, particularly where entertainment specifically for children may require a sufficient number of adult staff to ensure the well being of any children in an emergency, 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, and
- ensuring that all doors giving egress from the premises are unobstructed and immediately available for exit during the whole time the premises are in use.

The cloakrooms will be in the care and custody of the hirer.

All equipment bought onto the premises and used by the hirer must be safe and meet the standards of any statutory requirements. No electrical appliances may be bought onto the premises unless it **bears a current Portable Appliance label attached to appliance.**



No nail or fastening of any kind shall be driven or put into any wall, partition, pillar or other fittings or furniture. Sellotape must not be used on painted surfaces. (Note: there are a number of places to which decorations may be fixed and the school will indicate these to any hirer).

The hirer shall repay to the school 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 his invitees, servants or agents during the period of hire.

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.

The hirer shall arrange insurance to cover the terms of the indemnity set out above and produce for inspection written confirmation from the insurance company or broker concerned.

If no suitable insurance has been arranged by the hirer, the hirer may, on payment of an additional 12.5% of the facilities hire fee, effect this insurance through a policy arranged by the school governors. A minimum premium of £1.25 per booking will apply, (all premiums are subject to Insurance Premium Tax levied at the current rate as decreed by the Government, currently 5%). Please indicate on the hire application form if you wish to apply for insurance cover to be arranged by the school.

5. HEALTH AND SAFETY

In line with the health and safety regulations the maximum number of people permitted in the main hall is 200. This number must not be exceeded.

The hirer shall not, without the prior written consent of the governors, bring onto the premises any animals, or any equipment, substances or materials which may constitute a risk to health or safety.

The hirer is responsible for providing their own First Aid kit appropriate to the hire event.

Fire Precautions

The person in charge of the hire must be present at all times and is responsible for fire and Health & Safety issues during the term of hire. He/she should familiarise himself/herself with the positions of escape routes, fire alarms and fire fighting equipment. **He/she should ensure a mobile phone is charged and receives a signal at the school in case of emergency.** Notices regarding the procedures in relation to the action in the event of a fire should also be studied and information disseminated.

No exits may be blocked, chairs or obstructions placed in the exits, corridors or fire appliances removed or tampered with.

Fire engine access to the premises, via the main gate, should be kept clear and the hatched "no parking" area must be observed at all times.

If you discover a fire, raise the alarm by **the nearest call point**. If the alarm sounds during your function, please take the following action:

- **Evacuate the premises by the nearest Fire Exit door.**
- Everyone in the school **MUST** immediately go to the Assembly point on the green, via the nearest fire exit door.
- It will be the function organiser's responsibility to make sure that everyone at his/her function is accounted for.
- When the alarm goes off, the function organiser should notify the fire brigade using a mobile phone.

Address to be given:



**Burrough Green CE Primary School
Bradley Road
Burrough Green
Nr Newmarket CB8 9NH**

- No one must re-enter the school until the fire brigade gives permission.
- **The person in charge of the function to make circumstances known to the Emergency Services' senior officer attending.**
- **When all emergency procedures have been completed the person in charge of the function must report the incident to the School Governor nominated as emergency contact at time of booking confirmation.**

6. CAR PARKING

Parking of cars must be restricted to the designated parking areas, ensuring access for emergency vehicles and all vehicles are parked at the owners risk. The School accepts no responsibility for theft from, or damage to vehicles whilst parked on the premises.

7. GENERAL

All equipment and personal property are brought onto the premises at the owner's risk. School staff or the governing body can take no responsibility for the safeguarding of such items.

The governors reserve the right, unto themselves and their appointed representatives, to enter every part of the premises at any time.

The premises must be cleared and vacated by 15 minutes after the hire period has finished and in all events must be totally vacated by 11.30pm on any night of hire.

Agreed by: SD Committee

Date: June 2016

Review Date: Summer 2018

Appendix A

APPENDIX – UNIFORMED GROUPS

Classroom £8.00/session

Hall £17.00/session

Event £33.00/session

Use of kitchen Application to Cambridge Catering Services will be required.
£20.00/session (£10 refundable after the event if kitchen premises are left in a clean and safe state)