

Brady Primary School



Lettings Procedure & Costings

Created- March 2021

Agreed with COG- 19th March 2021

Reviewed- September 2023

Costing Structure of Lettings for MUGA only.

Partner/ Known Associate use:

Weekday evenings/ Weekends:

Multi use game area (MUGA) hire only- £35 per hour

Multi use game area (MUGA) + demountable building - £45 per hour

Holiday Camps:

Multi use game area (MUGA) + Demountable building- £65 per day for 3 or more days (less than three-day block booking would require an hourly rate)

Commercial Use:

Weekday evenings/ Weekends:

Multi use game area (MUGA) hire only- £55 per hour

Multi use game area (MUGA) + demountable building - £65 per hour

Holiday Camps:

MUGA + Demountable building- £95 per day for 3 or more days (less than three-day block booking would require an hourly rate)

Terms and Conditions of Hiring School Accommodation

Application

The Hirer must be **over 18 years of age** and must state the purpose of the hire.

All applications for hire should be addressed to the School Office.

The school will hold provisional bookings for a period of **5 working days**.

The Hirer must complete the Lettings Application Form to confirm the booking.

The full fee is payable on confirmation of the hire unless otherwise agreed by the school and no later than 6 weeks before the date of the hire.

For block bookings, the full payment will be required with the same notice as above from the start of the block booking.

A refundable cash deposit of **£100** will be required to cover damages and other losses that occur during the period of hire.

The school reserves the right to refuse any application.

Conditions

The school has a no smoking policy and as such all events must conform to this policy. Smoking is not permitted within the boundary of the school.

Times and duration of hire vary with the accommodation hired. However, all lets must be cease at **11.30pm** and, as such all activities must cease by **11.00pm** to allow sufficient time for clearing up.

The hirer or a nominated responsible person must be in attendance throughout the duration of the hire.

The hirer is responsible for maintaining order throughout the period of hire and shall ensure that events are properly supervised, with sufficient stewards if so required.

The hirer will ensure that the event or its guests do not cause a nuisance to the local community.

The hirer will not sub-let or assign any part of the accommodation and shall not use it for any other purpose than that for which it has been hired.

The hirer will at all times allow access to the premises and services to school or council staff to perform any duties other than participate in the activity taking place.

No items likely to cause damage to floors, walls, equipment or any part of the premises must be brought into the school without the hirer having taken adequate protective

measures. In case of doubt, the school must be informed at the point of hire and the items should only be brought into the school once permission is granted. The Hirer will be responsible for any damage caused to floors, walls even if protective action had been taken.

The hirer shall, upon request, provide a copy of the programme of any entertainment given by the hirer. Once approved, the entertainment provided must conform to the programme.

The school premises are not licensed for public entertainment. For certain types of events an occasional licence must be obtained from the Council's Environmental Health. Hirers are responsible for ensuring the conditions adhered to the licence are fully observed.

No copyright dramatic or musical work shall be performed without licence from the owner of the copyright and all such licences shall be produced on demand to the school or any duly authorised officer of the council. The Hirer shall indemnify the school against any infringement of copyright that may occur during the hire. As a rule, all Performing Rights Society conditions must be adhered to when musical works are being performed.

No alcohol is to be consumed on school premises without express permission from the school. Such requests must be made at the point of application.

The school will not allow the sale of alcohol within its boundaries.

The hirer will ensure that the number of people attending a function /activity does not exceed the maximum permitted on the hired accommodation.

The hirer shall provide, at his own expense, items of furniture or equipment that is not available for use in the school.

Where school furniture or equipment is used, the hirer will ensure that all items are returned back to the to the storage areas.

The hirer is not permitted to use any form of fixings, such as nails, tacks, bolts, that damages the fabric of the building.

No advertising may be placed in any area of the school premises without the direct permission of the Headteacher.

The hirer is not permitted to make any alterations or additions to the fabric of the building.

The wearing of stiletto or metallic heels is not allowed in any area without carpeted floors.

The hirer must leave the accommodation in the condition it was hired in. Additional cleaning and damages may result in the loss of deposit.

Regular "block bookings" for voluntary groups or sports activities will be expected to have their own liability insurance. The minimum level of cover for public liability is £5 million. For "one off" bookings liability insurance is included the school's insurance cover through the Local Authority.

The school is not responsible for any loss or damage to personal possessions whilst on the premises.

The school ensures all hirers are aware of all relevant health and safety procedures.

MUGA only.

As no opening or locking of the school is required the Premise Manager is not required on site and so no additional duties are required. The first approach from any hirer, if there were an issue, would be to the Headteacher. If the approach required immediate action then this will be undertaken by the Headteacher or passed to the Premises Manager. If the Premise Manager was required to be called out this would be billed as overtime meeting the amount of time they are required on site, as per the Premise Manager's contract.

Drinks for players should be given off the field if possible.

No food is permitted on the field.

Any rubbish must be cleared off the field at the end of each session.

No furniture and/or equipment with sharp edges is permitted on the field.

Termination and Cancellation

The school may, at any time, cancel any booking, in which case the hirer will be reimbursed the full amount paid for the booking. The school will not be held responsible for the loss of any estimated income or actual expenses arising from the cancellation.

Cancellations by the hirer will be accepted but will incur the charges based on the length of notice given. Refunds of booking fees will be as follows:

More than 6 weeks notice: Full refund of fees paid to the date of cancellation.

6 to 4 weeks notice: One third of the fees paid.

Less than 4 weeks: No refund

The school can at any time during the hire, or the period building up to the hire, terminate the hire without notice if the hirer is in breach of the conditions of hire.

The cost for hiring any part of the premises will be calculated using the school's "Calculation of Letting Costs" form.

To the Headteacher of Brady Primary School

I _____ (please print)

of _____ Organisation

being over the age of 18 years, hereby apply for permission for the above stated Organisation to use the school premises as stated overleaf. I understand that if permission is granted, it will be subject to all conditions of usage within the school's letting policy. I have read this lettings policy and understand that the permission to use the school premises will only be effective provided the conditions and regulations stated in the school's letting policy are adhered to.

I, on behalf of my Organisation, hereby agree to follow all conditions of the school's letting policy should permission be granted to use the school premises.

I understand the school, through the Council, maintain a Policy of Insurance in respect of the use of the above accommodation which, subject to its terms and conditions, will indemnify the applicants against liability at law and claimant's costs and expenses in respect of:

1. Death of or bodily injury to or illness of any person (fatal or otherwise) or damage to property other than property belonging to the Council to a limit of £1,000,000 in respect of any one accident.
2. Damage to any property belonging to the Council to a limit of £25,000 in respect of any one incident, with an excess of the first £50 of any loss or damage in respect of each hiring.

Provided that I, on behalf of my organisation, take out Public Liability Insurance at a cost of £2.50 per session, as a requirement of conditions to use the school premises within the school letting policy.

I am aware that paying this premium does not absolve myself and my organisation (as the Hirer) of the responsibility for injury or damage caused by our neglect during the hire.

I understand I must give immediate notice in writing, to the Headteacher, of any accident, damage or proceedings and no repudiation of liability negotiation or admission of liability shall be made to any Third Party. I will also give the same immediate notice, in writing, to the Chair of Governors of the School.

I, on behalf of my Organisation, agree to indemnify and keep indemnified Brady Primary School from and against all loss, damage, costs, claims, demands, expenses or charges which the school or Council may sustain or incur in respect of any matter arising out the use of the school premises or the conditions relating thereto insofar as the same are not covered by the said or any other policy of insurance effected by the School or Council or the obligation to give notice of any accident, damage, or proceedings as aforesaid is not fulfilled by us and to pay to the School or Council on demand at the school office or Council's principal offices at Havering, all such sums as may be payable by reason of this indemnity.

Signature of Applicant (Mr, Miss, Ms, Mrs) _____

Occupation _____

I understand it is my responsibility, on behalf of my organisation, to ensure that any area of accommodation used in the course of the letting is left in the condition in which it is found. I must also ensure that my organisation leave the premises at the time stated on the application form

Address _____

Telephone No. _____ Date: _____

Fire Procedures notice to be issued with this application & induction checklist to be completed by lettee and school representative PRIOR to letting.

HIRER'S AGREEMENT WITH PREMISES MANAGER
(Premises Manager's Certificate)

This agreement must be signed by both the Hirer (and Agent) and the Premises Manager.

This agreement calls for the Hirer (or Agent) and Premises Manager to check the condition of the area and facilities covered by the Hirer's booking at the beginning and end of the letting.

This agreement also covers any time which is spent by the Premises Manager on duty beyond that of the Hirer's booking.

We have agreed that the condition of the area is acceptable on taking charge of the hired area.

HIRER Signature:.....

PREMISES MANAGER: Signature:.....

Date:.....

Time:.....

We have agreed that the condition *is/is not acceptable compared to that on taking charge of the hired area.

We are agreed that the Site Manager *was/was not/will be required to spend extra time on duty.

Estimated time required:.....

but should the time exceed this, the Hirer will be advised at the earliest possible opportunity.

HIRER Signature... ..

PREMISES MANAGER Signature:.....

Date

Time

FIRE INSTRUCTIONS – LETTINGS

Event organisers must:

- Familiarise yourself with the fire exit doors and call points prior to start of function.
- Keep all fire exits clear.
- Be aware of anyone attending who may have mobility difficulties.
- Do not bring portable electrical equipment onto site unless it has undergone a current Portable Appliance Test (PAT).
- If an attendance register is not taken, ensure those gathered know where the muster points are and advise them to make their way there, using the nearest available fire exit, should the fire alarm sound.

Muster point located at:

Five-a-side pitch (in middle of pitch).

- In the event of a fire, organisers are responsible for escorting the attendees out of the building using the nearest available fire exit, taking with them their register – if applicable. They should direct attendees to the muster point.
- Organisers are responsible for informing the Premises Manager of any unaccounted persons.
- Premises Manager will contact the fire brigade and manage the evacuation.

Letting of educational premises – health and safety checklist

Name of Establishment

Date of letting.....Time of letting: from..... to.....

Name of person on duty.....

Please tick to indicate that the following items have been explained to the hirer:

- Limits on accommodation
- Location of fire extinguishers
- Location of fire call points
- Location of first aid box
- Telephone access (for emergency use)
- Location of emergency exits
- Location of toilets
- Site smoking restrictions
- Person in charge of group to inform the group of the relevant health and safety information
- Person in charge of group to arrange procedure for emergency evacuation
- Person in charge to inform person on duty of any incidents or damage when leaving the site
- Contact details of the person on duty.

Any additional information (*please add*):

Acknowledgement:

I acknowledge that the above items have been explained to me by the person on duty, and that I both understand and accept them.

Signed..... Date

Print Name.....

Group.....

Notes:

- This form should be completed by the person on duty in consultation with the person hiring the premises.
- The completed form should be retained in the establishments letting file.
- In the case of repeat lettings (for example weekly or monthly) the form may be completed at the beginning of each term or academic year.
- Any changes to the conditions or arrangements must be communicated to the hirer at or before the next letting.

