

PURPOSE

The purpose of the Lettings Policy of Shield Road Primary School is to ensure that bookings of school premises are accepted on the understanding that the Hirer, as named on the booking form, accepts and abides by, these terms and conditions contained in this Lettings Policy.

Bookings and Cancellations

The Governors are willing to hire the School to outside bodies as deemed appropriate. The Governors shall agree the charges and conditions for the hire of the premises.

1. Applications must be made in writing to the School, giving a minimum of 28 days' notice, except under exceptional circumstances at the School's discretion.
2. All booking must be made in writing using the booking form. Verbal bookings will be classed as provisional until a completed booking form and 20% deposit is received and any variation to a booking must be agreed and confirmed by both parties in writing. Cheques must be made payable to South Gloucestershire Council.
3. Provisional bookings will only be held for a period of ten working days. If not confirmed by booking form at the end of this period, the date may be released.
4. Upon receipt of the completed booking form, the details of hire will be passed to our Finance Department who will invoice the Hirer directly. The balance payment will need to be paid at least 10 days before the letting takes places.
5. Bookings for private parties will be at the School's discretion. It is not normally our policy to accommodate 18th and 21st birthday parties.
6. Regular bookings to be paid for monthly in advance.
7. A returnable bond of £50.00 is required with the balance payment for one-off bookings. The £50.00 will be returned within 7 days of the letting if the premises have been left to our satisfaction. If necessary, a cleaning and/or breakage charge will be deducted.
8. All hirers will need to read, agree and sign the Responsibilities of Hirers at the time of booking.
9. Cancellation charges prior to the event booking will be applied as detailed below:

Up to 28 days	No charge
28 to 14 days	50% of the total cost will be charged
14 days or less	100% to the total cost will be charged

Guidelines and Regulations

10. The charges include the use of the required accommodation, access to toilet facilities and use of equipment as booked prior to hire.
11. Rooms will be clean and as far as possible will be set up to the meet the hirer's guidelines.
12. Under no circumstances should the kitchen be used without permission of the Headteacher. Kitchen hire must be done through Integra Catering, Broad Lane Depot Engine Common, Bristol.
13. Individuals and organisations using the School premises or resources must ensure that there is no damage to the building, the resources or the displays. Under no circumstances should anything be fixed in any way to the walls, doors or furniture.

Health and Safety

14. Hirers should ensure that they have access to a mobile telephone at all times of the hire and have a contact telephone number for the Caretaker, or another staff member/Governor.
15. Hirers should familiarise themselves with emergency exits and fire extinguishers and accept their responsibility to summon the emergency services if necessary.
16. Any electrical equipment brought into the building must have a valid Portable Appliance Test Certificate. Copies of certificates will need to be seen prior to the letting. The School reserves the right to refuse the use of electrical equipment during a hire.
17. Hirers of the School are responsible for the safety, well-being and behaviour of the people attending the event. Appropriate steps must be taken to deal with inappropriate behaviour immediately.
18. Trolleys for moving furniture are available to book prior to hire.
19. If any damage occurs during a hire, or if there are incidents of inappropriate behaviour, then the Governors reserve the right to immediately cancel the arrangement. In this event, any monies outstanding will not be returned.
20. Hirers are responsible for making their own appropriate arrangements for first aid cover. A defibrillator is located outside of the school office.

Insurance

21. Hirers of the premises are responsible for ensuring that they have adequate insurance cover. Public liability indemnity of £5 million will be required for any constituted body hiring the School premises. Hirers will be asked to provide a copy of their certificate of insurance for the School records.

Groups without public liability insurance must apply for “one off event” insurance with South Gloucestershire Council at a cost of £11.00. The School will be co-ordinate this on your behalf.

Car Parking Within School Grounds

22. The School accepts no responsibility for the property of persons attending an event. Vehicles are parked in the School car parks at their owners' risk and the School accepts no responsibility for any loss or damage to vehicles and their contents or property brought on to the premises.

23. The Hirer to consider the need for controlling parking i.e. with car parking marshalls.

School Premises

24. Under no circumstances are hirers permitted to access the pond in the conservation area.

25. Under no circumstances are the School fields or classrooms to be used as part of the hire. Hirers are only to use the room(s) they have booked.

End of Hire

26. The Hirer will be responsible for leaving the premises and surrounding area in a clean and tidy condition and any contents temporarily removed from their usual positions properly replaced, otherwise the School will be at liberty to make an additional charge. Any additional cleaning necessary will be surcharged. Any breakages must be reported without delay.

26. Hirers will be expected to vacate their guests and equipment within 30 minutes of the end of their hired period. Failure to comply with this will result in forfeiture of the deposit.

Charges and Settlement of Charges

27. All invoices must be paid within 28 calendar days.

28. The school reserves the right to cancel future bookings if invoices remain outstanding.

Signed: Headteacher

Date:

Signed: *Leanne Doman* Chair of Governors

Date:19/04/2023.....

This Policy was agreed in April 2023

Next review due by April 2024