



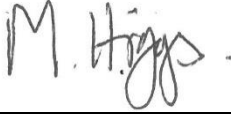
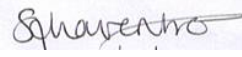
Lettings Policy Appendix A
Terms & Conditions of School Hall Hire
Aldermaston CE Primary School

Version: 1

Reviewed by: Finance Committee

Date adopted by FGB: 2/11/2021

Review by: November 2022 (1 year)

Role	Signature	Date
Headteacher	Mrs M Higgs 	25/11/21
Chair of Governing Board	Mrs S Chaventre 	25/11/21

1.0	INSURANCE AND HIRER'S LIABILITY
	All commercial users from outside West Berkshire Council (including Youth and Community Groups) must carry sufficient public liability insurance (minimum £5,000,000 limit of Indemnity) to meet the requirements of the terms and conditions shown in the application to hire form. Commercial hirers must produce evidence of such insurance for the Lettings Officer and a West Berkshire Council Hirer's Liability Contract must be signed by all hirers and returned to the school prior to the commencement of the letting. The Hirer must ensure that they have read the contract and by signing agree to the conditions laid out therein. The school has carried out a full risk assessment for the hire of the building and a copy is attached herewith.
2.0	LICENCES AND STATUTORY REQUIREMENTS
	All statutory requirements including those relating to health and safety, public entertainment and the sale of alcohol must be strictly fulfilled.
3.0	FACILITIES AND EQUIPMENT
	<ul style="list-style-type: none"> • The hired accommodation will normally be available to the hirer half an hour before and half an hour after the period of hire. If this is not sufficient the period of hire must be extended and further charges made. • A letting is deemed to be the use of accommodation, chairs and tables only. • Certain items of equipment such as a piano and showers are available by special arrangement and may be subject to an additional charge plus VAT at the current rate. • The playing field is only available for use by special arrangement and for purposes approved by the Head Teacher or Lettings Officer. • The school kitchen may only be used for hot or cold beverages by arrangement with the Lettings Officer (see separate Kitchen Booking Form). No kitchen equipment is to be used except the kettles, teapots and mugs provided and the hirer must provide their own cleaning equipment (non-bleach) and materials (i.e. tea towels, detergent, cloths etc.) and in addition tea, coffee, milk etc. and leave the area clean and as found. • The hirer is responsible for ensuring nobody enters any part of the building including School stores attached to the hall, which are not part of the letting.
4.0	PAYMENTS
	<p>A refundable deposit of £50, payable at the time of booking, will be required from hirers in the case of single bookings. If the total hire charge is less than £50, this will be required, in full, in advance. The deposit is made in addition to the letting fee and will be returned, less charges made for loss, damage or excessive cleaning after a function. Additional charges will be levied, in these circumstances, where advance payment has been made.</p> <p>Regular lettings for approved previous hirers will be invoiced monthly and payment is required within 10 days. Such regular lettings may be cancelled by the School by giving notice equal to twice the normal interval between such lettings.</p> <p>Activity clubs run for school pupils will be invoiced termly and payments required within 10 days.</p> <p>For single event lettings and new regular lettings payment is required at the time of booking or at least 10 days before the commencement of the letting. These charges are made at the discretion of the Lettings Officer.</p> <p>Items subject to VAT will be shown separately on invoices</p>
5.0	CANCELLATION
	<p>At least 3 clear days' notice of cancellation of a booking must be given and the school reserves the right to charge the full letting fee if such notice is not given.</p> <p>The school reserves the right to cancel any booking without notice if in the judgment of the Head Teacher or Governors it is in the schools or public interest to do so. In such circumstances a full refund will be made of any fees or deposit paid.</p>

6.0	GENERAL TERMS & CONDITIONS OF HIRE
6.1	The hirer is responsible for ensuring that the building, its contents and surroundings are treated with respect, good order is maintained for the duration of the letting and occupation of the premises, all equipment is returned to its correct place and the building is left clean and tidy. Additional charges will be made to cover the full cost of any loss, damage or excessive cleaning costs of faults or damage found in, or caused to any fittings. Special care should be taken to protect equipment from soiling and spillage.
6.2	Use of any equipment, including hall apparatus, kitchen facilities and the grounds is strictly forbidden unless by prior arrangement with the Head Teacher.
6.3	Use of any contractor party equipment is strictly forbidden unless by prior arrangement by the Head Teacher.
6.4	The buildings and grounds are 'NO SMOKING' areas and this must be respected.
6.5	Dogs are not allowed to be brought onto the school grounds and this must be respected, except for guiding purposes.
6.6	In order to avoid causing disturbance to local residents all lettings must terminate by 11.30pm. It is expected that users will vacate the premises and school site by 11.30pm and any music and the like will be terminated well in advance to allow vacation by 11.30pm.
6.7	The parking of motor vehicles on the grassed or cultivated areas is not allowed and no more than 50 cars may be parked on the hard-standing areas.
6.8	The hirer shall ensure that the number of persons using the premises does not exceed that for which the application was made. The maximum number allowed under the fire regulations is 120.
6.9	The Hirer is responsible for signing the Lettings Fire Log Book in the Hall lobby and keeping a record of the number of visitors on site during the letting. For activity clubs being run for school pupils the club leader is responsible for keeping a register as a record of visitors onsite in the event of a fire.
6.10	It is the hirer's duty to ensure that all those attending an event are aware of their responsibilities and those aspects of these conditions of hire, which apply to them.
6.11	Hirers are responsible for providing their own First Aid personnel and equipment appropriate to their needs and for ensuring that those using the premises are familiar with the attached Health and Safety Information.
6.12	Activities involving minors must be supervised by a minimum of two responsible adults throughout the period of hire. Hirers should pay particular attention to the supervision of the toilet areas.
6.13	When hirers are allowed to leave equipment or other goods on the premises they do so at their own risk.
6.14	Hirers are not permitted to bring onto the premises, without the prior consent of the Head Teacher and Governors, any article of an inflammable or explosive nature, nor any article producing an offensive smell nor any other substance, apparatus or article of a dangerous nature.
6.15	Alcohol may only be sold on the premises if the appropriate license has been obtained. Alcoholic drinks must not be served or sold to any person under the age of 18.
6.16	Admittance to private functions must be by invitation or ticket only. The school reserves the right to know who will be on the premises.
6.17	All reasonable instructions given by the Lettings Officer and/or cleaner in charge must be followed. If the hirer has any special requirements the Lettings Officer and/or cleaner in charge should be contacted.
6.18	The hirer must report all breakages and damage to the Head Teacher or Lettings Officer, regardless of blame, as soon as practicable after the event.
7.0	HEALTH AND SAFETY INFORMATION
7.1	Hirers must pay due care and attention to the following information:

	<ul style="list-style-type: none"> • Fire exits are through the double doors onto the field and the main hall door. Please ensure that these are shut firmly when you exit the building. • The Fire alarm call points are situated in the hall entrance lobby and at either end of the 'window' side of the Hall. • There are two fire extinguishers in the hall building. These are sited in the hall itself and in the kitchen. • Fire escape points are marked accordingly. • The school's fire alarm system is NOT linked to a fire station. Therefore, in the event of a fire it would be necessary to call the emergency services directly. There are no school phones available and it is the hirer's responsibility to have a mobile phone with them for use in an emergency. <p>If a mobile telephone is not available, the nearest public telephone box is located by the Village Shop.</p>
7.2	<p><i>In the event of a fire</i></p> <ul style="list-style-type: none"> • Raise the alarm at the nearest call point and call the emergency services • Evacuate the building by the nearest exit • Assemble together at a place deemed to be appropriate and safe, with the Lettings Fire Log Book. • Inform emergency services on arrival of the site of the fire • A copy of the school's Site Emergency Plan is kept with the Lettings Fire Log Book in the hall lobby. This should be given to the Fire Officer. • Please then alert West Berkshire Council Out of Hours Duty Officer on 01635 42161 and ask them to call out key staff for the school, unless a member of school staff is currently on site.