



LITTLEPORT AND EAST CAMBS ACADEMY
HIGHFIELD LITTLEPORT ACADEMY



Lettings Policy

Lettings Policy and Terms and Conditions of Hire

LETTINGS POLICY

Revised rates will be set annually by the Governors for implementation in September of each year. Current rates are set out in on our published tariff. The rates will vary for different types of groups and for different times and also whether additional caretaking and cleaning charges need to be made. The classification of any particular hirer is at the discretion of the Heads of School, after consultation with the Campus Business Manager. In the case of any dispute about the classification then the hirer should appeal to the Community Governors whose decision will be final.

For some hirers we are able to arrange temporary public liability insurance cover to coincide with the room hire (this cover is not available for commercial hirers and profit-making organisations).

Commercial - this includes commercial businesses, profit making ventures, private functions and commercial fundraising events.

Charitable/Community - this includes hirers who have their roots in community activity, have charitable registration or charitable aims and charitable fundraising events. **These lettings cannot be organised to generate a personal profit.**

The primary purpose of both Academies is to provide the accommodation for the teaching, learning and welfare of its pupils and for the lifelong learning offered through Adult Community Learning. The needs of these groups are paramount and will always take precedence over external lettings. However, we are keen to encourage the use of the Academies by both community groups and by local business. This policy is an attempt to balance the competing needs of all of these groups and to make the conditions of lettings clear.

ARRANGEMENTS FOR BOOKING

All applications for the hire of Littleport and East Cambridgeshire Academy and Highfield Littleport Academy Hydrotherapy Pool or any part thereof must be in writing on the form provided, and on completion must be forwarded to the Campus Business Manager, Littleport and East Cambs Academy, Camel Road CB6 1EW. The person by whom this application is signed shall be considered to be the hirer unless the application is signed on behalf of an organisation, in which case that organisation shall be the hirer and shall be jointly and severally liable under these conditions with the person who signs the form. **Hirers of Highfield Littleport Academy Hydrotherapy Pool are to read, understand and sign the Normal and Emergency Operating Procedures.**

Littleport and East Cambs Academy and Highfield Littleport Academy Hydrotherapy Pool can be booked at the rates set each year subject to availability. The Heads of School/Governors reserve the right to refuse any application, particularly those which may cause public disorder, offend decency or perpetuate racism, sexism and the like. We don't cater for birthday parties. The Governors reserve the right to alter or amend hiring fees at any time, irrespective of whether a hiring contract has been entered into or not.



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During the Christmas, Easter and Summer holiday periods, lettings may be refused in the Academies in order that cleaning, redecoration and other essential work may be carried out.

BLOCK BOOKING – Hydrotherapy Pool

All applications for hire of the hydrotherapy pool can be provisionally booked by telephone but will not be official until an official booking form has been completed and returned to the Campus Business Manager. This is the only document that will be accepted. Bookings are on a term or annual basis.

Block bookings will operate on an academic year basis. This is from the 1st September to the 31st August. A 20% deposit will be requested when the booking is accepted.

CASUAL BOOKINGS – Hydrotherapy Pool

Enquiries for bookings can be made by telephone with the Highfield Littleport Academy administrative team on 01353 223301. A provisional booking can be made if required but will not be confirmed until an official booking form has been returned to the Campus Business Manager with the deposit or full payment.

PAYMENT

The deposit, being 20% of the hire charge, is due on receipt of the Academy's confirmation letter, and shall be non-returnable in the event of the hiring being cancelled by the hirer. The balance of the hiring fee shall be payable 10 days before the hiring commences, and if any extra hire charge or caretaking charge should become due for any reason, then an invoice will be submitted for the balance after the hiring. Regular users (those who book blocks of 10 weeks or more) will be invoiced monthly.

All cheques for the hydrotherapy pool should be made payable to Highfield Littleport Academy marked for the attention of Campus Business Manager.

Block Bookings of the hydrotherapy Pool invoices will be issued prior to the period of hire a week before the start of each half term. Payment will be due within 10 days.

Casual Bookings of the hydrotherapy pool must be paid in full before the date of hire. A deposit of 20% of the pool hire fee is required to secure a booking made more than one month in advance then final payment should be made 10 days before the date of hire. If the pool hire is required within the same month as the booking, then payment in full is required to secure the booking.



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CANCELLATION

The Governors in extreme and unavoidable circumstances, reserve the right to cancel any hiring without notice. In the event of a hiring being so cancelled any fee which has been paid will be refunded to the hirer. The governors shall not be held liable or required to pay compensation for any loss sustained as a result or in any way arising out of the cancellation of the hiring.

If the hired premises are required by Highfield Littleport Academy or Littleport and East Cambridgeshire Academy for whatever reason, then the Campus Manager will give notice of cancellation to the hirer by way of written notice. If the cancellation is unforeseen then the hirer will be notified immediately by telephone, then a letter to confirm where time permits.

In the unfortunate event of the hirer having to cancel a confirmed booking and the space not being re-let, the Governors reserve the right to levy a charge. The Campus Business Manager should be informed initially, and all cancellations should be confirmed in writing. The Site Manager, or his deputy, should be notified of any last-minute cancellations.

All correspondence regarding the hydrotherapy pool cancellations or refunds will be dealt with by the Campus Business Manager whose decision will be final. For block bookings a 24hour notice of cancellation is required by phoning the Academy office on 01353 223301 otherwise the normal hire charge will apply. For casual bookings notice of cancellation is required within one week of hire date. Failure to give this notice will result in full payment being non-refundable.

SCALE OF CHARGES

When the Academies are open during normal college hours the prices include basic caretaking/cleaning. However, where bookings are made outside these times, caretaking staff need to be available to lock and unlock rooms, and to remain on site for the period of the letting an extra charge will be added. All setting up of the rooms and extra facilities such as OHPs, TV, video, interactive whiteboards etc will be discussed at the time of booking.

CONDITIONS OF HIRE

If a hirer contravenes the Letting Policy of Littleport and East Cambs Academy and Highfield Littleport Academy the letting may be cancelled with no notice period.

The hire of the either Academy does not entitle the hirer to use or enter either Academy at any time other than during the hours for which it is hired, unless prior arrangements have been made with the Campus Business Manager or Site Manager.

The hirer shall not sub-let either Academy or any part thereof, except with prior approval of the Heads of School, nor shall the Academies be used for any purpose other than that purpose declared on the form. If activities are carried out which are not in accordance with the lettings' agreement, the activity will be closed down immediately without return of any pre-payment.

All vehicles, equipment and personal property are brought onto the premises at the owner's risk. No responsibility for safeguarding such items can be taken by Academy staff or the Governing Body.



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The Governors shall not be liable for any loss due to any breakdown of machinery, failure of the supply of electricity, leakage of water, fire, Government restriction, or Act of God, which may cause the Academy to be temporarily closed.

The Academies reserve all catering rights at the hired premises. The hirer is not permitted to sell any goods without prior permission from the Campus Business Manager. The hirer shall leave the premises promptly at the expiration of the period of the hiring and ensure that the areas used are left in a tidy and orderly state, with equipment and furniture replaced in their designated storage areas. Hirers of the Hydrotherapy Pool must ensure that they include swimming and changing times in their stated booking time.

The hirer is responsible for all persons to be clear of the building at the end of the hired time, as stated on the official booking form. If an event overruns, the appropriate charge will be added to the invoice. Continuous failure to vacate the hired premises on time could result in the loss of the booking and future bookings.

All property of the hirer and the hirer's agents must be removed promptly upon the expiration of the period of hiring, or additional fees will be charged for each day or part of a day until the same is removed, except where prior permission has been obtained.

The Governors accept no responsibility for any property left in either Academy. No bolts, nails, tacks, screws, pins, or any other like objects shall be driven into any part of either Academy except where specific provisions have been made. The Site Manager or his agent will indicate to the hirer where these are. No highly inflammable materials are to be brought into either Academy. No flags, emblems or any other materials shall be displayed at the Academy without the previous consent of the Heads of School.

The Site Manager, or their deputy, is responsible for the enforcement of these conditions of hire and is responsible for ensuring that no article, appliance or apparatus is used by hirers that will put at risk any event or which they may consider objectionable or dangerous.

No animals shall be brought into either Academy except with the prior permission of the Heads of School.

No smoking is allowed on either Academy site including the grounds and car park areas.

The hirer of Highfield Littleport Academy Hydrotherapy Pool must ensure that there is a person trained in Resuscitation and Rescue present at all times. A copy of this certificate is to be shown to the Campus Business Manager before commencement of hire.

An individual who is pool carer trained must be contactable for the duration and this will be provided by the Academy.



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INSURANCE

The hirer will provide copies of valid liability insurance at least 10 working days before the event takes place and will be given to the Campus Business Manager to keep on site for reference. Hirers shall indemnify the Academy governors 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, unless such losses, claims and demands result from negligence of an Active Learning Trust employee.

Hirers who arrange an activity that is potentially dangerous must ensure that any instructors or leaders are suitably qualified and insurance cover has been undertaken. Any activity that might be considered dangerous must be approved by the Heads of School and appropriate risk assessments should be written and signed by the organiser.

LICENCES

In order for Littleport and East Cambs Academy to hold licensed events (those involving alcohol) a Temporary Events Notice (TEN) is required. This is available from East Cambs District Council at a cost of £21 (chargeable to the hirer). Twelve events requiring TENS are permitted each year (one person is only allowed to request five notices). The hirer is responsible for ensuring the person providing the bar holds a Personal Licence. **The consumption of alcohol is strictly forbidden in Highfield Littleport Academy.**

Where a hirer wishes to use the building for a Public Entertainment then they must comply with the conditions of the Public Entertainment Licence held by the Academy.

No excisable liquor shall be sold unless either an occasional licence or an occasional permission has been obtained by the hirer or on his behalf and the hirer shall ensure that any conditions attached to such a licence or permission are complied with. These should be lodged with the school at least 10 working days before the event. Hirers who wish to show films, stage a theatrical work, sell alcohol or organise lotteries or other forms of gambling on the premises will need to organise the appropriate licences.

Hirers who wish to perform musical or theatrical works in the building need to comply with copyright law and the licence granted by the Performing Rights Society Ltd. The premises are subject to the normal Sunday trading laws under the Shops Act 1950 and only restricted items may be sold on a Sunday. Details of these may be obtained from the District Council Offices.

SAFETY

Hirers will be responsible for the safety of their own individual groups with regard to first aid. The Site Manager, or his deputy, will instruct the hirer where the fire exit doors, fire equipment and emergency telephones are located before the activity starts and where to assemble should the fire alarm sound. The emergency telephone is at Reception.

The hirer then has the responsibility of making their members aware of the instructions. All scenery must be fireproofed. The premises may not be altered or interfered with without permission beforehand.



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No smoke generators or other special effects equipment to be used without the Chief Fire Officer's written permission and no illuminant other than electric light is allowed on stage.

Hirers have a responsibility to ensure that all activities are safe and to safeguard their membership from violence or any other avoidable harm. Hirers must ensure that the Site Manager, or their deputy, is made aware of any equipment they intend to bring into or use in the Academy is safe and suitable for the use to which it is put. Any electrical equipment must hold a current certificate to confirm that it complies with the Electricity at Work Regulations. Hirers using the facilities are responsible for reporting any potential hazards to the Site Manager, or his deputy.

Hirers who book either Academy are responsible for the cost of repairing any damage to the premises or equipment which is directly attributable to their occupation and use of the premises. If anyone is injured whilst on either Academy site, no matter how insignificantly, that injury must be reported to the Academy staff so that the necessary first aid/medical reporting procedures can be initiated.

All hirers must ensure that they have a first aider available
– 1 first aider is required to 250 people for general events or for sporting events the ratio is 1 first aider to 125 people. The cloakrooms will be in the care and custody of the hirer, who must provide his own attendants and be responsible for any loss that may occur.

Hirers of the hydrotherapy pool must ensure that staff accompanying users who require hoisting know what size sling is required for use and are trained to hoist safely.

Type of function Capacity

Main Hall seated 202

Main Hall standing 400

Gangways must be at least 106cm wide and lead freely without obstruction to the Exits: no seat to be more than 3.6m from a gangway.

All the above are dependent upon layout. This will need to be checked and agreed with the Campus Business Manager.

CAR PARK

Parking of all cars must be restricted to the designated parking area. It is the responsibility of the hirer to ensure safe and orderly parking under supervision, to ensure access to exits for any user. Please note that there is strictly no parking on grassed areas.



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**LITTLEPORT & EAST CAMBS ACADEMY/
HIGHFIELD LITTLEPORT ACADEMY TARIFF**

Lettings Price List for September 2017 – August 2018

Prices include VAT. Group bookings for 10 weeks or more will be entitled to a VAT discount (VAT EX. PRICE).

Prices shown are for use of facilities for one hour unless otherwise stated.

The hire charge for the Hydrotherapy Pool covers lighting and heating, the preparation of the Hydrotherapy Pool and any accessories.

Price increases will normally take place from the 1st September each year. All regular hirers will be sent a copy of the revised scale of charges before this date. Prices are subject to change at any time, but one months' notice will normally be issued.

If the date of the hire falls within a new price structure, then the new price will apply regardless of when the booking was made.

VENUE	PRICE INC. VAT	PRICE EX. VAT
HYDROTHERAPY POOL – HLA*	£35	£28
¹ SENSORY ROOM (EVENING) – HLA	£20	£16
¹ SENSORY ROOM (WEEKEND) – HLA	£30	£24
ACTIVITY HALL	£25	£20
ACTIVITY HALL FULL DAY	£100	£80
MAIN HALL	£60	£48
MAIN HALL FULL DAY	£300	£240
CONFERENCE ROOM	£15	£12
CONFERENCE ROOM FULL DAY	£60	£48
CLASSROOM	£12	£9.60
CLASSROOM FULL DAY	£50	£40
LAPTOP HIRE	£10	£8
CARETAKING COSTS**	£10	N/A

*An additional charge for a pool carer will be made, if the hirer does not have a suitably trained person. Please ask the Business Campus Manager for a quotation.

**Caretaking costs are applicable if event takes place from 6pm onwards or at weekends.

¹ A full inspection of the sensory room will be made at the end of each session by the site team. Any damage caused during the letting is payable by the hirer.