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## LETTINGS POLICY 2023-2024

1. Hirers must complete a LETTINGS APPLICATION FORM before any booking can take place.
2. The governors will decide on the approval of the letting and make the necessary staff arrangements.
3. A letting is defined as a session for a set group of people who book into the session. The organiser must have contact details for all participants and an established number of people should be present and accounted for. We do not let the premises for public, free access events. When these are held by the school they are staffed and additional risk assessments are in place.

### **Terms and conditions must be adhered to:**

1. Applicants must complete a Lettings Application Form which will need to be authorised before the event takes place. When the event has been authorised, a transfer of control, fire induction checklist will need to be completed.
2. Hire rates are itemised on page 2 of this document. Increases in rates will be necessary from time to time and prior notice will be given of any increases. Bookings can be made for a minimum of 1 hour and additional hours must be in increments of 30min Monday-Friday. Weekend hire is a minimum of 4 hrs.
3. An access card will be issued, giving access 30 mins before and 30mins after your booking. This card is the responsibility of the Hirer. Additional cards/replacement cards will be charged for.
4. Additional charges will be made for use of rooms in addition to those booked.
5. All lettings' hirers that have children attending must provide us with a copy of their Child Protection Policy.
6. All lettings' hirers must hold a public liability insurance certificate, which must be produced with the application and a copy must be kept on file.  
**NO BOOKING WILL BE ACCEPTED WITHOUT PUBLIC LIABILITY INSURANCE.**
7. Any resources or equipment provided by the hirer may only be used by agreement with the governors or their agent.
8. The area used must be left in the same condition as at the commencement of the hiring period and any damages must be reported immediately.
9. Cars / bikes and personal property left in the vicinity are the responsibility of the owner. The studio or school cannot accept liability for personal property.
10. In case of Fire or other emergency the hirer must
  - Evacuate the building as per the notices displayed
  - Dial 999 and call the Emergency services as appropriate
  - Telephone Karen Haines on 07950516729

# ST WERBURGH'S PRIMARY SCHOOL/WILLOW ARTS STUDIO/SILVER BIRCH HALL

## GENERAL INFORMATION

- **NO SMOKING OR LIGHTING OF MATCHES/LIGHTERS (NAKED FLAMES) IS ALLOWED ON SCHOOL PREMISES (INCLUDING GROUNDS)**
- **NO DOGS**
- Equipment and furniture will be made available as requested when booking.
- Any chairs or equipment brought into the premises must be approved by the manager before it is allowed into dance studio.
- The Dance Studio floor is a specialist floor and therefore no external shoes to be worn.
- The centre welcomes children but an adult must supervise them at all times.
- If the letting involves children then the hirer must provide us with a copy of their Child Protection Policy.
- The hirer must comply with any legislation in force at the time of letting. If the letting is for any play or entertainment for children, it is the responsibility of the hirer to station a sufficient number of adults to prevent more children being admitted than can safely be accommodated.
- The hirer shall bear in mind that the school premises are in a residential area. Please ensure that no noise is made outside and the volume on the premises is kept to a reasonable level.
- No alcohol is allowed on the premises without prior consent.
- No food or drink whatsoever in the Dance Studio
- **The management reserves the right to cancel any hiring where necessary. Any fees paid may be refunded or an alternative date offered, except in the case of misconduct.**
- Hirers must keep within their allotted time and should vacate the premises promptly. If a session runs over or if the key holder is delayed in locking up, the hirer will be charged for the next half an hour.
- An entertainments licence (if appropriate) and numbers attending will be needed when known, but **before** the event.
- **Any cancellations must be made at least one month in advance of the letting or the full charge will be payable.**

## Hire Rates

Room Hired	Hourly Rate	Reduced charge if 8 or more hours per week
Dance Studio, Main Hall, Silver Birch Hall Weekday	£21.85	£19.00
Weekend and Bank Holiday Bookings * Minimum of 4 Hrs	£24.75	£21.85

Please note that hire fees include caretaking, heating and lighting.

Hirers MUST vacate the hall/studio at the end of their allocated time.

**For one off bookings payment must be made in advance of your hire.**

**For regular bookings an invoice will be issued at the end of every month. Payment will be due within 21 days of receipt of the invoice or your future sessions may need to be cancelled.**

# WILLOW ARTS STUDIO/MAIN HALL/SILVER BIRCH HALL

## Terms and Conditions of Hire:-

### Functions:-

- Each booking must be approved prior to hire.
- All prospective hirers must complete and sign a **Lettings application form and must produce a Public Liability Insurance Certificate**. Failure to do so could lead to cancellation.
- If children take part in your hire then a copy of your **Child Protection Policy** must be provided to us.
- The hirer must personally sign all paperwork which includes a transfer of control agreement form and you may not assign or sub-let the premises.

### Extra charges may be made for:

- Additional cleaning costs
- Cost of repairs to the building as a result of misuse of the facilities
- Additional time at the hourly rate
- Storage of equipment
- A £50 charge for cleaning will be added if marks are left on the floor of the dance studio
- Replacement or additional access cards

### Conditions of premises

There is no guarantee as to the fitness, suitability or condition of the premises at the beginning of a letting. Every effort will be made to ensure that the premises are in a reasonable condition.

### Compliance with conditions

Failure by the hirer to comply with the conditions of hire, whether intentional or not, may be deemed to be a just cause for the immediate cancellation of any letting.

### Responsibility of the hire

1. The hirer shall, during the period of the hire, be responsible for:
  - a. Supervision of the area of hire and all persons using the space hired.
  - b. Damage, theft, or changes of any sort, to contents of hired area.
  - c. Keep a register of people attending your group in case of fire.
2. The hirer shall be responsible for any third-party insurance claims. Equipment brought into the building is not covered and is the hirer's responsibility.
3. All hirers must provide evidence of public liability insurance.
4. Chalk, resin or polishing materials must not be used on the dance floor.
5. The hirer shall not, in any of the activities, discriminate on the grounds of race, gender, sexual orientation, age, disability, marital status, religion or political beliefs.
6. The booked time includes preparation and cleaning up by the hirer.
7. The hirer is responsible for leaving the rooms in the state in which they were found.
8. The hirer is responsible for the supervision of car parking so as to avoid obstruction.
9. The school does not provide first aid facilities for the hirer.
10. The school does not provide access to a telephone during the letting.
11. No bikes/scooters or other wheeled items to be brought inside the building.
12. At the end of the letting, any external doors, windows etc. **MUST** be closed to secure the building. Any access/damage to the premises by unauthorised people will be deemed the responsibility of the hirer and may be charged for.



St Werburghs Primary School  
 James Street, St. Werburgh's, Bristol BS2 9US  
 Tel: 0117 9031466  
 Mobile: 07950516729  
 email:st.werburghs.p@bristol-schools.uk



**Lettings Application Form**

Name of Premises: - Willow Arts Studio/Main School Hall/Silver Birch Hall

Facilities Required	Details of hire: eg Yoga, Pilates, Dance .....	Day of Week	Dates Required		Times Required	
			From	To	From	To
Dance Studio						
Willow Hall						
Silver Birch Hall						

Name of Applicant: .....

Contact No: .....

Email address: ... ..

Address: .....

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Name of Organisation: .....

Does your organisation have a website? If so, please provide the website address:

.....

Named person responsible for safeguarding/child protection and health and safety throughout the use of the premises:

.....

I confirm that I am responsible for the abiding by the terms and conditions set out in the lettings policy and the transfer of control documents. **I confirm that I am responsible for the payment of agreed fees and these will be paid either in advance for one-off bookings or within 21 days upon receipt of an invoice and if fees are not paid my booking will be cancelled until payment received: I will email notification of proof of payment including payment reference if needed.**

Signature: ..... Date: .....

**Internal use:**

I recommend that this application is: approved

Comments

Signed:.....

Date.....

Signed:.....

Date.....

Arrangements for opening and closing and supervision of the premises: