



Lettings Policy

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This policy replaces all previous versions of the **Lettings Policy**



Introduction

It is the policy of the Governing Body of Keep Hatch Primary School to maximise the use of the school for the benefit of the local community without detriment to the school or its site. To this end, groups and individuals may hire the school hall and various other facilities, subject to availability and in accordance with the terms and conditions for hire as determined by the school Governing Body. The Governing Body and the Head Teacher reserves the right to decline any booking.

Charges

Charges will be reviewed annually; the type of user, frequency of use and the proposed function will determine the level of charge. Charges for the hire of the hall are attached. VAT is payable on equipment hire such as piano, OHP, with the exception of tables, and chairs.

Numbers

The maximum number of people within an audience to be accommodated during a letting in the school hall at any event is 100.

Smoking

It is against the law to smoke either in the building or on the premises.

Insurance

All users must carry sufficient insurance. Hirers must produce evidence of such insurance prior to the event. Alternatively, 10.5% will be added to the hire costs, for the letting to be included within the school's public liability cover, which has a £100 excess in respect of accidental damage.

Application to Hire

To hire the school facilities, a Contract of Hire form should be completed and returned to the school Bursar. Detailed terms and conditions of hire are included with the application form, and the hirer shall be expected to comply strictly with these.

Payment

Regular lettings will be invoiced monthly or half termly and payment is required within 7 days from date of invoice. An additional charge of £10 will be made in the event of late payment. For single event lettings, payment will be required at least 7 days before the event.

Cancellation

At least 7 days' notice of cancellation is required otherwise the full charge will be made.

Deposit

A refundable deposit of £250 will be required in advance from hirers wishing to use the school facilities for a single function. In the event of damage to school property or equipment or in the event of additional cleaning being necessary, the deposit will be adjusted accordingly and only the



balance refunded. If the additional costs exceed the deposit an additional invoice will be issued for the balance.

School Representative

The school Site Controller is the school's representative/contact during lettings. Hirers should liaise with him concerning specific requirements such as setting out of chairs, equipment etc. The Site Controller has the authority to take any necessary action to protect the school's interest during any particular letting.

Storage of Hirer's Equipment

Hirers are not allowed to store equipment in the school under any circumstances.

Personal Loss or Damage

The School is not responsible for any personal equipment or belongings, including vehicles, brought on to the site

Noise

In order to cause the least inconvenience locally, any letting within the school must terminate by 11.30pm. It is expected that users will allow time to clear up and vacate the premises and school site by midnight. Hirers will not be allowed in school the following day to finish clearing up unless they agree to additional hire charges

Summary of Hire Charges

Evening Lettings:

Sports Hall: Regular Lettings £25 per hour

Dining Hall: Regular Lettings £25 per hour

Extra-curricular clubs: before, after or during school hours: £10.00 per hour.

Set up

If set up is required for period of hire, an additional charge of £12.50 per half hour will apply.

Hire of outdoor facilities by special arrangement.