



Lettings Policy Statement

What we can expect from you the hirer:-

- 1) All hirers must complete the lettings application form and agree to the conditions of hire.
- 2) Payment is required termly in advance and no refund will be given for any non-use of pre-paid sessions.
- 3) A deposit of £100.00 will be kept against any breakages and refunded at the end of the hiring period.
- 4) That each hirer arrives and leaves the premises in a timely fashion and respects the start and end periods of other hirers.

What you can expect from us at Bassingbourn Village College:-

- 1) The Premises Manager has been delegated the authority to accept application for hire.
- 2) Any variations in terms & conditions will be approved of by the Principal.
- 3) VAT will be added to all transactions where appropriate.
- 4) The Governing body will review the policy annually.

Letting Application and Agreement Form

To be completed by the Applicant/Person responsible for payment of the charges in respect of the hire.

Name of Applicant	
Society / Club/ Organisation represented	
Contact Address	
Tel No daytime:	
Tel No evening:	
Mobile No:	
Email address	
Public Liability insurance (if applicable) Co. & Policy No.	
Area of building to be hired	
Date(s) of proposed hiring	
Time(s) of proposed hiring	
Set-up & pack-up times if different to above	
Purpose of Hire	
Copy of Child Protection Policy(if applicable) attached	
What are your catering arrangements?	
Will you use electrical equipment? What date were they PAT tested?	
Temporary drinks licence?	Have you applied for this yet?
	If you are advertsing this function please do not implicate or imply that the School are endorsing this event.

Declaration

I hereby make application for the use of the accommodation and facilities stated above and, upon application being granted, I undertake to pay, in advance, the scale and other charges in respect thereof and to comply with the conditions in the subjoined Terms and Conditions and the User Information Sheet.

I declare that I am 18 years or over

Signature of Applicant _____ Date _____

Print Name _____

Authorisation

To be completed by the Premises Manager.

I agree to the hiring of the accommodation and facilities to the Applicant as detailed above based on the provisions of the Terms and Conditions.

Signature of Premises Manager _____ Date _____

Print Name _____

For Office Use Only

Agreed Charges	£	Invoice Number:
Set-up costs	£	
Cleaning costs	£	
Total	£	
Security Deposit:		

A security deposit of £100.00 is required upon booking the venue and will be returned only after checking the premises after the hiring has taken place. Any breakages or damage will be deducted from this amount.

Lettings Charges applicable to weekdays /evenings only (see weekend charges below)

Sports Centre

Hire of Main Sports Hall	32.00 per hour
Hire with Cricket Nets.....	32.00 per hour
Hire of Dance Studio.....	10.00 per hour
Hire of Astro Turf.....	30.00 per hour
Hire of Lobby only.....	10.00 per hour
Badminton courts.....	£8.00 per hour x 1 court
Short Tennis.....	£8.00 per hour x 1 court

Setting up and using equipment will be the responsibility of the club/society/hirer and also the putting away afterwards and must be included in the total hire charges. Staff opening up will only arrive at the appointed time of hire.

Main School only

Classroom.....	10.00 per hour
Main Hall.....	30.00 per hour
Hall + Prom + Servery...	35.00 per hour
Set-up hours...	£15.00 per hour

Weekend Hire charges for the Sports Hall, Dance Studio and Main School Hall is £40.00 per hour for each area.

The hirer agrees:

- a. To observe the Bassingbourn Village College Governing Body regulations that no money be paid to the caretaker/cleaner in respect of the letting.
- b. To pay Bassingbourn Village College all expenses which may be incurred by them in repairing and making good any part of the school/college buildings or of the furniture and effects therein, which may be damaged or destroyed by/or in consequence of my/our use of the school/college and to ensure the facilities are left in good order.
- d. To ensure that a licence is obtained for selling alcohol if required.
- e. To comply with the non-smoking policy of the school.
- f. The hirer(s) agrees to take responsibility for First Aid and Emergency procedures – liaising with the school as appropriate.
- g. To ensure that appropriate supervision is afforded to all persons present on the premises as a consequence of the letting and that where the activities so demand the supervisors possess adequate qualifications (if applicable).
- h. That Lettings will normally be allowed up to 11.30pm in the main school and 9.45pm in the Sports Centre.
- i. That a Letting fee will be charged to each organisation irrespective of shared use of the school building.
- j. That the Bassingbourn Village College Premises Manager, on behalf of the Governing Body, will make the decision as to whether or not the caretaker is to be present throughout the whole period of letting.
- k. That Bassingbourn Village College Governing Body reserves the right to consider on merit applications for the use of school premises.
- l. That Bassingbourn Village College Governing Body shall not be held responsible to the hirers of their licensees, agents or other persons for accidents happening or any injury suffered or damage or loss of an chattel or property sustained in any manner whatsoever on any part of the school premises.
- m. That the hirer(s) are responsible for ensuring the playing fields and pitches are free from obstacles and safe for play.
- n. That the hirer(s) should cover liability to themselves with a suitable insurance policy.
- o. That the hirer(s) should complete a risk assessment prior to use of premises.
- p. If the activity involves children, the hirer must have in place appropriate policies and procedures for Safeguarding Children and Child Protection and agrees to liaise with the school on these matters as appropriate.

PARKING OF VEHICLES ON EDUCATION PREMISES

Bassingbourn Village College does not accept responsibility for any injuries received, or for loss or damage to property belonging to any person, such injury, loss or damage being the result of the use of a vehicle in or upon any education premises or any part thereof.

Any damage caused to educational property, by any vehicle will be the responsibility of the owners of such vehicles.

TEMPORARY EVENT NOTICES (TEN)

In the event of a need for a Temporary Event Notice (TEN) i.e. if an event is outside the scope of the school premises licence, the hirer will take full responsibility for the application process to PCC.

The hirer will forward a copy of the approved TEN to the Premises Manager, at least, 14 days prior to the event and provide the name of the premises user.

The hirer will need to forward a copy of their Public Liability Insurance and if more than 5 employees, their Employers Liability Insurance to the Premises Manager at least 14 days prior to the event.

Maximum Occupancy of the Hall
200 sitting down – Main school Hall
250 standing – Main school Hall