

Letting Application Form and Terms & Conditions



Updated: April 2016

Adopted by the Governing Body in

Next Review:

Letter in response to enquiry:

Name & Address

Date

Dear _____,

Thank you for your interest in hiring facilities at West Acton Primary. The schedule of current charges is shown in the attached sheet. Please complete the application form also attached and return to the office at least 1 month prior to the required commencement date of the letting.

Also please read the attached documents that outline the terms and conditions of hire, the Health and Safety requirements and Emergency procedures. By signing the Lettings Application form you are agreeing that you have read, understood and will comply with these conditions and requirements.

For long-term lettings, we will from time to time send any revisions to these terms and conditions and ask for a renewed application form. The schedule of charges will be reviewed annually and a terms notice of any change will be advised to long term lettees.

We look forward to receiving your application form.

Yours sincerely,

Sarah Hayward

Senior School Business Manager

finance@west-acton.ealing.sch.uk

APPLICATION FOR USE OF SCHOOL PREMISES



Applicant's Name: _____

Private Address: _____

Organisation: _____

Telephone: Home: _____

Work: _____

Mobile: _____

Email Address: _____

Date of Birth: _____

Facilities Required:

Rooms	Number/ Type	Dates	Time (Start-finish)
Halls: Sports/ Windsor			
Classrooms:			
Specialist Rooms:			
Field/ Playground:			

Please indicate if this is a one-off hire or a long-term hire: One-off / Long term (circle as applicable)

If the applicant is not the person to be present during the hire please complete the following details:

Name: _____

Address: _____

Telephone: _____

Email: _____

Emergency Contacts:

First Name: _____

Telephone number: _____

Second Name: _____

Telephone Number: _____

Please sign below to acknowledge you have read, understood and accept all the terms and conditions of hire, the Health and Safety and Emergency Procedures. You must be over the age of 18 at the time of signing.

Signed:

Date:

Please return at least 1 MONTH prior to the start date of the let, with a copy of your 3rd Party liability insurance and risk assessment. If your activity requires it also copies of your DBS certificate and First Aid qualifications.

Scale of Charges (As from 11th May 2016)

Rooms/ Facility	Charge – Community	Charge - Commercial
Halls	£20/ hr	£30/ hr
Classrooms	£15/ hr	£20/ hr
Specialist rooms	£20/ hr	£30/ hr
Field	£70/ 3 hrs	£100/ 3 hrs
Playground	£70/ 3 hrs	£70 / 3 hrs

Out of normal school hours (8am – 5:00pm term times) a minimum let of 3 hours is required.

Community letting is defined as those a let for activities that serve the wider school community and align with the general aims and purpose of the school (education in the broadest sense).

Commercial are all other lets.

One-off lets will need to pay 25% of charge in advance, and provide £100 deposit (refunded on satisfactory completion of let and payment of charges).

Longer term lets will be invoiced termly in arrears, after an initial 6 month trial period. An initial advance payment will be agreed on an individual basis.

Terms and Conditions of hire of school premises

1. Application

Premises cannot be hired without the approved application at least 1 month prior to the initial let.

2. Charges

See Schedule of charges; these will be reviewed annually.

3. Payment

See schedule of charges

4. Hire and Liability

Disclaimer: The school accepts no responsibility for any injury, loss or damage to property while on the school grounds. This is the responsibility of the Hirer.

All hirers must have Third Party Liability Insurance to the value of £5,000,000 and must provide the school with the copy of the insurance cover and premium receipt.

All hirers must be over the age of 18, and ensure that the named responsible adult is on site at all times during the hiring period.

A holding deposit is required from the hirer to be set against any damages to the building, premises, its contents and any additional cleaning costs as a result of the hirer's use, the cost (if any) will be deducted from the holding deposit with the balance being refunded to the hirer within 14 days of the hire. If a cost exceeds £100.00 a further payment shall be required from the hirer.

It is the responsibility of the hirer to check the premises before and after the event and to remove rubbish from the site. Please complete the post lettings completion form (example attached) with the caretaker on duty at the end of your hire.

5. Caretaker on Site

It is the responsibility of the Hirer to manage all persons and activities that relate to their activity, as they are responsible for all persons on site during their hire, and any damage or loss that arises during that time. The caretaker is here **only** to open the school for access and to provide emergency assistance should it be required. The hirer is responsible for access, security, first aid and other incidents that arise during their hire.

6. Cancellation by Hirer

Cancellation will only be accepted in writing. Deposits are non-refundable, unless 14 days notice of cancellation is given.

7. Cancellation by WEST ACTON PRIMARY SCHOOL

The school may give notice in writing to the hirer to cancel the agreement and all monies paid to the school will be refunded. In exceptional circumstances the school may need to cancel the agreement at short notice. In this event the school will refund all monies paid, but will accept no liability beyond the monies paid.

8. Security and Health and Safety

There will be a member of the school staff on the premises throughout the duration of the letting/ lettings. Please report to him/ her on arrival and notify them of any problems during the letting.

On arrival, please read the School's Health and Safety Policy and note the Fire Instructions. Failure to comply with the above policy will result in the lettings/ lettings being terminated and your money retained by the school. A fully stocked First Aid kit must be supplied by the hirer and kept on site for the duration of the event.

9. Group Size

Please note that a maximum of 300 adults and children are permitted on the premises at any time. The school stipulates that there should be a pupil to adult ratio no greater than 20 to 1 (20/1).

Room	Classroom (each)	Hall (Sports)	Hall (Windsor)	Playground	Field	Specialist
Capacity	33	120 seated	80 seated	300	300	21

10. Alcohol

As a general rule alcohol is not to be taken onto or consumed on the premises. An exception to this can only be made by special application to the Governing Body, and with the necessary licenses.

11. General Public

West Acton Primary School cannot accept bookings for an event open to the general public.

12. Food and Drink

Food and drink may only be consumed in the school canteen (sports hall). Eating in the Classrooms will result in the deposit being retained by the school. For long term lets an additional cleaning charge will be levied. If food needs to be consumed during the let please ensure appropriate accommodation is booked to enable this.

13. Equipment

It is the Hirers responsibility to supply all stationery such as pens, pencils, books, whiteboard pens etc. These cannot be supplied by the school, and must not be removed from classroom. An additional charge will be levied for any items so used/ removed. Computers, television and other visual aid equipment are not for hire and are not to be used.

14. Damages

At the start of the hire the hirer and caretaker will agree the state of the facilities hired, and then again at the end. Any damage or excessive dirtiness will be noted and a charge will be made to make good the school. In addition any areas accessed and used by the hirer that are not within the agreement will be noted and additionally charged to the hirer.

15. Review

Please note all applications will be reviewed for renewal annually and approved only by the Board of Governors.

Letting feedback Form

Please complete, and caretaker will take a copy for you.

Hirer	
Date	
Time: Arrival and Departure	
Rooms used/ Number of people	
Condition at start (note any issues and agree with Caretaker)	
Issues during hire (note issue and who raised)	
Condition at end (note any issues and agree with Caretaker)	
Signature of Hirer	
Signature of Caretaker	

Letter accepting let: - to be amended as appropriate.

Name & Address

Date

Dear

Thank you for your application to hire facilities at West Acton Primary. We are pleased to accept the application for XXXXXXXXX.

Please find enclosed an invoice for the initial payment (25% of the hire charge), for the balance and for the deposit. We would be grateful if you could send the initial payment and deposit within 14 days, and pay the balance on completion of the hire.

On the day of the event, you will be asked to complete the feedback form with the caretaker to ensure we capture any issues that arise on the day.

Please do not hesitate to get in touch should you have any further questions. Otherwise we look forward to seeing you on the day and hope your events goes well.

Yours sincerely,

Sarah Hayward

Senior School Business Manager

finance@west-acton.ealing.sch.uk