

Schedule of Discovery Primary School Letting Fees 2016/17

Subject to annual review

Scale 1

Lettings to private organisations or individuals which will normally be deemed to be an "A" rated letting, requiring the full time attendance of the caretaker or his/her named substitute.

	Classrooms	School Hall	Piano	Field
Weekdays	First hour £27.50 Then £9.50 / hour	First hour £33 Then £13.25 / hour	£4.50 / hour	£38.50 / hour*

Scale 2

Lettings for : Statutory use (Elections, Parish Meetings etc.), Surgeries by MP's Councillors etc., Fund raising for charities, Educational activities conducted by recognised organisations, Cultural and/or Religious purposes, Civic receptions by district council, Evening classes. These are normally deemed to be "B" rated lettings, not requiring the full time attendance of the caretaker.

	Classrooms	School Hall	Piano	Field
Weekdays	First hour £16.50 Then £5.50 / hour	First hour £20.00 Then £7.75 / hour	£2.75 / hour	£11 / hour*

Scale 3

Marginal rates as used by Community Education. (Suggested rate for use by Parent/Teacher Associations)

These are normally deemed to be "B" lettings, not requiring the full time attendance of the caretaker, but when the general public attend functions "A" letting appropriate and an additional £7.50 per hour will be charged.

Minimum hire after 18.00hrs.... 3 hours

	Classrooms	School Hall	Piano	Field
Weekdays	£6.25 / hour	£7.25 / hour	£2.00 / hour	£8 / hour*

N.B.

- *Saturday rates subject to 25% excess on above tariffs
- *Hours after midnight double rates especially Sunday a.m. i.e. Treble rate
- *Sunday rates subject to 50% excess on above tariffs

All lettings and agreement of tariffs are at the discretion of the Headteacher of the School.

All rates are charged for complete and partial hours.

The Hirer MUST prove he/she is insured before the premises is used.

INSURANCE PREMIUM, IF ARRANGED BY SCHOOL, IS AN ADDITIONAL 10% OF HIRE FEE IF A "FREE LET" A PREMIUM OF £2.00 IS REQUIRED.

* An additional charge of £5 per hour will be made if toilet access is required.

F-Lettings Rates Updated March 2012

**DISCOVERY PRIMARY SCHOOL
MOUNTSTEVEN AVENUE, WALTON, PETERBOROUGH PE4 6HX**

CONDITIONS OF HIRE OF SCHOOL PREMISES

INTRODUCTION

Discovery Primary School Governors are willing to let the school premises or parts thereof upon application to the Headteacher of the School.

They do this with regard to encouraging School / Community links, providing opportunities that will enhance the lives of local children and adults plus making available the facilities the premises offers to the local community whilst raising additional funds to support the school.

This document must be read and the conditions therein agreed to prior to completing the application to hire form.

VENUE AND ADDRESS

In all correspondence, posters, advertisements etc. the venue should be referred to as Discovery Primary School, Mountsteven Avenue, Walton, Peterborough. PE4 6HX

All correspondence should be addressed to the Headteacher.

All advertising should make it clear which organisation is, or persons are, responsible for arranging and promoting the activity. (This is to avoid confusion and make it clear the school is the venue and NOT the organising body.)

APPLICATIONS

All applications must be made in writing and provisional bookings will be accepted up to one year in advance of a hiring..

Regular bookings will normally only be accepted on a termly bases allowing either party to re-negotiate terms and/or conditions and/or the termination of agreements.

Confirmed applications must be made on the Contract Form not less than one month in advance of the letting date and be accompanied by a 25% deposit which is non-returnable. Failure to do so may result in the premises being unavailable or re-let.

The decision to accept or refuse an application for a letting is at the discretion of the Headteacher. **(For certain applications he/she may need to refer to The Governing Body /Police etc.)**

APPROVAL OF FUNCTION / PERFORMANCE

The hirer if so requested shall submit to the Headteacher for approval a copy of the programme of any function / entertainment to be presented by the hirer, and should the Headteacher and Governors be of the opinion that the content of such a programme is likely to prove of an objectionable, illegal, immoral or undesirable nature, they shall reserve the right to cancel the hire and return all hiring fees and the management shall not be liable for any compensation in respect thereof.

CHARGES AND PAYMENTS

All lettings and determining of letting fees, including any discounts for regular commitment for use or those relating to primary aged children will be at the discretion of the Headteacher according to the Schedule Of Letting Fees and guidelines agreed by and with the Governing Body.

25% of the total fee shall be paid at the time of the booking and the balance shall be paid prior to the hiring. All cheques, supported by appropriate evidence, should be made payable to "Discovery Primary School".

An additional £50 (separate cash or cheque), returnable on the next working day following the letting, on the understanding that the premises have been vacated in an acceptable, tidy and sound condition will be charged at the time of booking one-off lettings.

All charges will be reviewed annually in line with the financial year. (April to March)
In the event of a revision of charges for the hire after the date of application and before a hiring is confirmed by the management the hirer shall pay the revised charges.

Income from lettings according to the Schedule of Letting Fees set by the Governing Body will form part of the income of the school and any costs met by the school.

AVAILABILITY

The school buildings or parts thereof will be available when they are not required for current use by the pupils or community education purposes.

During all holiday periods lettings may be refused in order that cleaning, re-decoration or other essential repairs may be carried out and to allow for staff holidays.

A lettings diary will be maintained by the Headteacher and respective difficulties with a hiring or hirer will be noted with any actions that may be appropriate that have been taken or need to be taken or recommending a refusal of a future application and/or further bookings.

CANCELLATION OF HIRING

a) By the hirer

The hirer may cancel a booking upon giving fourteen days' notice in writing. If the building or the room hired is not re-let on the date or dates in question the deposit will be forfeited. If a hiring is cancelled within fourteen days of the date of the hiring the hirer will pay to the school the balance of the charges due.

b) By the Management.

The management reserves the right to cancel any hiring at any time should the school be required to be used in an emergency, the building or surrounds are certified unsafe to use and other exceptional circumstances. The management will refund all hiring fees received but will not be liable for any compensation in respect of such cancellations.

FEES COVER

Letting fees will cover lighting, heating, caretaking, preparation and cleaning costs. If however the normal one hour allocation of cleaning time is not adequate for the event staged a further charge for extra cleaning may be levied at the discretion of the Headteacher.

The caretaker or his / her named substitute will be paid the appropriate fee for the letting as agreed by the prevailing pay and conditions policy for the post.

SUPERVISION

For all "A" rated lettings the caretaker must remain in the school building at all times to supervise the letting and may claim a minimum one hours overtime for cleaning.

For "B" rated lettings the Headteacher or other identified person agreed in advance of the letting with the Headteacher will be responsible for the supervision of persons on the premises. The caretaker may again claim a minimum one hours overtime for cleaning purposes.

For all lettings the hirer shall provide such number of attendants and stewards (**all of whom must be equipped with a torch after sunset incase of a power failure**) as may be necessary to secure the efficient supervision of the premises and the participants during the hiring including :-

- 1) The Health & Safety Regulations are read out at the beginning of every function. (To be found on laminated card by a speaker) and copy as an appendix to the Lettings Policy.
- 2) The orderly and safe admission and departure of persons to and from the premises and the safe clearance in the case of an emergency
- 3) The safety of the premises and the preservation of good order and decency therein; and
- 4) Ensuring all doors giving egress from the premises are kept unfastened and unobstructed and immediately available for exit during the whole time the premises are in use.

For publicly attended discos or "pop" dances, the following extra conditions will apply.

- 1) All stewards must be clearly identified by a badge showing the word "Steward"
- 2) All stewards (Whether they be employed or volunteers) must be instructed in their duties by the hirers and not by any agent of the hirers.
- 3) Stewards must be provided by the hirers at all times during the period of the booking for (i) all external entrances/exits, (ii) the "bar" area(s), (iii) a minimum of two in the main hall, (iv) ensuring all glasses are collected and returned to the "bar" at regular intervals and also at the end of the hiring, (v) supervising the toilets.
(**"Bar" means any drinks counter even if only soft drinks are available**)
- 4) There must be no admission after 9.00 p.m. and no re-admission at any time during the course of the letting. If a person leaves the premises after admission he/she must not be allowed in again that evening.
- 5) People who are known to have caused any problem inside or outside on any previous occasion or are clearly the worse for drink or drugs must be refused admission.
- 6) Newspaper advertisements should include the words "No admission after 9.00p.m. No re-admission at any time. The organisers have the right to refuse admission
- 7) Drinks must not be taken out of the main hall and at no time must glasses and bottles be left lying about in any part of the premises.

If the caretaker is "called out" during a "B" letting an hours overtime will be payable and charged to the hirer if the reason is attributable to the hirer i.e. An intruder, but it will not be charged if attributable to the school, i.e. Heating failure.

The Headteacher will have the final say as to which letting will be an "A" or "B" letting with regard to the security of the buildings, the contents and the personnel involved.

SAFETY REGULATIONS

The hirer must abide by the prevailing safety regulations which restrict the maximum numbers of people in the respective halls as follows:-

	Seated at tables (Buffet/Dance)	Seated Shows	Disco Dance
KS2 School Hall	150	150	150
KS1 School Hall	100	100	100

There is a strictly adhered to "NO SMOKING POLICY" on the premises.

All electricity sockets in the School Hall are fitted with contact breakers.

Electrical equipment **MUST NOT** be brought into the premises unless:-

- a) The arrangement has been approved in advance with the hirer and
- b) The equipment has been checked and has a relevant certificate to confirm it complies with the Electricity at Work Regulations. i.e. Disco equipment. should be regularly checked and only safe and appropriate rated wire, plugs and connectors used.

No inflammable, illegal and/or illicit substances are permitted to be brought on to the premises.

CAR PARKING

Please ensure all cars are parked in the areas designated and access by emergency vehicles is not impeded. If extra space is required please negotiate this prior to hiring.

USE OF EQUIPMENT

Telephones must only be used in an emergency to summon help etc.
FIRE, POLICE & AMBULANCE NUMBER 9-999

First Aid boxes are positioned in the centre of both long corridors.

Fire alarm points are positioned by each exit door of the school.

Fire extinguishers are randomly positioned round the school and hirers should acquaint themselves with there whereabouts.

The school chairs, tables and other equipment may be used if permission has been granted.

P.E. and similar equipment may be used ONLY when permission has been granted and the management are satisfied with the quality of supervision and instruction available. This will normally mean the presence of a person with the relevant qualifications from a bona-fide organisation who has relevant insurance.

The Kitchen in which School Meals are prepared will be available and the Schools Meals staff will have to be employed and present throughout. (Health and Safety Regulations)

All litter must be cleared by the hirer and removed from the site if practical. (Any additional charges incurred in removing excess rubbish will be charged to the hirer)

LICENCES

A Public Entertainment Licence has been obtained for the School Hall but the hirer is responsible for obtaining any other licences e.g. gaming licence and/or licence for the sale of intoxicating liquor etc. The conditions attached to the Public Entertainment Licence shall be duly observed. A copy of such licence may be seen on application and the hirer shall be deemed to have had notice of all such conditions.

In the event of such further licences being obtained the hirer shall be responsible for ensuring that the terms, conditions attached to such a licence or permission are complied with.

No excisable liquor shall be sold unless either an occasional licence or an occasional permission has been obtained by the hirer or on his/her behalf. The hirer shall ensure that all conditions attached to such a licence or permission are complied with. These will include persons below the age of 18 serving, purchasing and/or consuming intoxicating liquor, children under the age of 14 being excluded from bar areas and possibly the appointing of any and all extra stewards i.e. Licensed Door Persons, as required.

The hirer shall not use the premises or any part thereof for a performance for which copyright subsists without the consent of the owner of the said copyright or in any manner infringe any subsisting copyright.

The hirer shall comply with the conditions of the licence granted by the Performing Arts Society Ltd and the Public Performance Licence and shall furnish the Council immediately after the end of the hiring, a complete list of all songs sung and music performed giving the information required by the society in respect of each item.

If any part of the premises are to be used for gaming or games of chance of any description the hirer shall be responsible for securing that the provisions of the Betting, Gaming and Lotteries Act 1963, and the Gaming Act 1968 or any subsequent amending Act are fully observed and complied with.

LIABILITY FOR DAMAGE ETC.

It is the responsibility of the hirer to report any damage occurring or being noticed during the period of the hire. The caretaker is the Health and Safety representative and the person who should consequently be informed immediately so preventative measures and/or repairs can be actioned to avoid re-occurrence or continued existence of a possible dangerous situation..

No nails or fastenings of any kind shall be driven or put into any walls, partitions, pillars, or other fittings or furniture. **(Drawing pins may be used for fixing to pin boarding or onto the TOP of the pipe ducting in the Hall. Sellotape MUST NOT be used on painted surfaces.)**

The wearing of any footwear of any kind which is liable to cause damage to the flooring in any hired area is prohibited. When the premises is hired for the purposes of auction sales, horticultural shows or other events of a like nature the hirer must take action to protect the floor with a suitable covering agreed with the school governors.

The hirer shall repay the Governors upon demand the cost of reinstating or replacing or repairing any part or parts of the premises including any of the furniture and fittings therein contained, which shall be damaged, destroyed, stolen or removed as a result of the negligence of the hirer or his/her invitees, servants or agents during the period of the hire.

Should the school, in the opinion of the school management, be left in an unreasonable and dirty condition an additional charge will be levied for cleaning.

Persons hiring the grounds or premises will be held responsible for any damage or loss in connection with the school buildings, furniture or other property, and such persons will jointly and severally indemnify the school staff and governors against any claims whatsoever from others participating in the event being staged. A claim against the hirer will be made for any and all damage and loss incurred.

The Governors and Headteacher cannot accept responsibility for any loss, damage or injury occurring during the occupation of the premises or grounds during the period of the hire. Hirers are asked to pay particular attention and comply with the safety rules and regulations displayed in all the rooms and the halls. e.g. Emergency (Fire) Evacuation procedures.

EXITS AND ENTRANCES

The hirer shall not close, obstruct or lock any external or internal entrances or exits to the school during the whole of the time the school is in use. All seating shall be arranged by the appropriate staff of the school, allowing sufficient gangways and keeping all passages clear of obstruction.

LOSS OR THEFT

The governors or staff, agents and servants shall not in any circumstances be held responsible to the hirer or any other person for damage to, or loss, theft or removal of any property brought or left by any person (including the hirer) in or upon any part of the premises (including all equipment)

INDEMNITY IN RESPECT OF THIRD PARTIES

The hirer shall indemnify the school governors and Peterborough City Council (and its successors) 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 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.

VACATION OF PREMISES

The School Governors may by arrangement allow the hirer reasonable time to clear up and remove property either at the end of the hiring or on the following morning but in any event the premises must be cleared by 9.00 a.m. on the day after hiring unless alternative arrangements have been made. The governors do not undertake safe custody of property remaining on the premises. All facilities e.g. kitchen areas if used should be left in a clean and tidy condition at the end of the hiring. Any extra cleaning costs if the premises are left in a dirty and/ or untidy state will be recoverable from the hirer. If the hirer shall continue his/her occupation of the whole or part of the school in excess of the agreed hire period, then the hirer shall pay at a rate of double the hire fee agreed and shall in addition be responsible for any loss or damage.

RIGHT OF ENTRY

The Management reserve the right of entry for its duly authorised officers and servants to all parts of the schools at all times. Such rights relate also to the Chief Constable, the Chief Fire Officer or their duly authorised representatives.

The premises are subject to all the normal trading laws applicable at the time of the hiring. Details of these may be obtained from City Council Offices,

The hirer shall not assign the benefit or burden of the hiring or sublet the premises or any part thereof.

**DISCOVERY PRIMARY SCHOOL
MOUNTSTEVEN AVENUE, WALTON, PETERBOROUGH PE4 6HX**

CONTRACT FOR HIRING SCHOOL PREMISES

In consideration of the Governing Body on behalf of Local Education Authority
(therein after called the management)

permitting (herein after called the hirer)

of address.....

to hirein Discovery Primary School

on.....

for the purposes of.....

- * **I wish to pay an additional 10% extra for insurance.**
- * **I have produced evidence of being insured and the details are.....**
- * **Delete as applicable**

I agree to pay the following in respect thereof the sum of £.....
and further agree that music will not be performed after 10 pm and that all equipment and property belonging to the hirer will be removed from the school not later than 10 pm

I hereby agree to observe and perform all the terms and conditions of the hire as set out, a copy of which is in my possession, and shall ensure that the same shall be observed and performed by all the persons entering or being present on the premises or any part thereof at any time during the period which I shall have use of or have the right to use the same.

I hereby agree to indemnify the Management against all claims, loss or damage suffered by the Management arising from or in consequence of my non-observance or non-conformance of any of the said terms and conditions by any person entering or being upon the premises or any part thereof at any time during the period during which I shall have use or have the right to use the same.

I agree to pay a deposit of 25% of the total charge at the time of signing this agreement and the balance prior to the hire date. I also agree to pay a deposit of £50, (separate cash or cheque) returnable on the next working day following the letting on the understanding that the premises have been vacated in an acceptable, tidy and sound condition at the time stated.

As witness my hand this.....day of.....20.....

SIGNED.....(For The Hirer)

ADDRESS.....

SIGNED IN THE PRESENCE OF.....(For The Management)

ADDRESS.....

Discovery Primary School Hall

Health & Safety / Domestic Information

Evacuation Procedure

In the event of fire, or other reason to evacuate the building, please leave the hall by any door, go along the corridor in either direction following the Fire Signs to the first 'crash barred' external door and then congregate on the playground behind the rear of the hall.

Toilet Facilities

The two main adult toilets are situated at the top of the steps after leaving the hall out of the front right hand door and diagonally across the corridor.

There is also a single toilet on the same level as the hall, which is equipped as a disabled toilet. This is accessed by leaving the hall by the left hand back door turning left and it is on the right hand side of the corridor.

During the Hours of Darkness

If there is a power cut or during an emergency when the power is automatically cut off, torches are placed by each hall door to aid your safe exit.