



**Guildhall Feoffment Community Primary
School**

**Lettings Charges and Terms & Conditions of
Hire**

Approved by the Governing Body

Signed: _____ Chair of Governors

Document Title	Lettings Charges and Terms & Conditions of Hire
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Available for Hire A range of rooms and spaces are available for hire, and these are laid out in the table within this document.

There are three tiers to our lettings charges – Scale A, B and C. For all lets, a school member of staff will need to be present in the building during the course of the rental period. The Headteacher will decide the scale of the letting depending on whether the letting is being used for a profit making enterprise or not and whether the person or group making the letting is affiliated to the school. This would include providing a service to the children of the school.

Times Available for Hire Many spaces are lettable on weekdays after school and all day Saturday and Sunday up to 10.30 p.m. subject to school staff availability. Bookings are charged from the time that the building is unlocked for preparation, until the time it is locked up after clearing and cleaning of the premises. Some rooms are lettable at different times (please see below).

Single Lets Any single let is dependent upon the availability of appropriate supervising staff and permission of the Headteacher. Payment is due a week before the letting for unaffiliated groups/bookings. A deposit of £25 is required at the time of the booking and may be retained in the event of cancellation or in the event of additional cleaning of the premises being required after the letting. For affiliated groups, an invoice for the hire charge will be sent at an appropriate time (e.g. termly).

Exceptional events From time-to-time there may be an exceptional letting where the charges below will not apply. This will be in cases where a very large profit is being made by a hirer and the school will negotiate either a pre-agreed percentage of the profits or an exceptional hire charge. This charge will be at the discretion of the headteacher.

Hirers' Liability Insurance is for non-commercial lets only and 15% is added to the total charge, plus Insurance Premium Tax (currently 12% of the premium). Regular hirers should provide their own Hirers' Liability Insurance and give a copy of the policy to the school annually. Please contact the school regarding hiring premises on a regular basis.

Cleaning In order to keep charges to a minimum, hirers are asked to do their own cleaning. If additional cleaning is required, the deposit cheque may be retained.

Scale of Charges

Room/Space	Scale A (unaffiliated to the school and run for profit)	Scale B (unaffiliated to the school and not for profit)	Scale C (affiliated to the school and run for profit)
Hall only	£42 per hour (first hour) £32 per hour after	£26 per hour (first hour) £21 per hour after	£17 per hour (first hour) £12.50 per hour after
Hall plus kitchen (for a servery only)	£52 per hour (first hour) £37 per hour after	£32 per hour (first hour) £27 per hour after	£21 per hour (first hour) £16.50 per hour after
Hall plus stage	£47 per hour (first hour) £37 per hour after	£32 per hour (first hour) £27 per hour after	£19 per hour (first hour) £15 per hour after
STEM Rm (for school staff only)			£6.50 per hour
Drama hall	£26.50 per hour (first hour) £21 per hour after	£21 per hour (first hour) £16 per hour after	£15 per hour (first hour) £11 per hour after
School playground	£21 per hour (first hour) £16 per hour after	£16 per hour (first hour) £10.50 per hour after	£12.50 per hour (first hour) £9.50 per hour after
Car park	£26 single charge	£21 single charge	£16 single charge

LETTINGS

TERMS AND CONDITIONS

Safeguarding

If the hirer is working with children they shall ensure an appropriate child and vulnerable adult safeguarding policy is in place, and/or appropriate DBS checks.

No Smoking

A no smoking policy applies throughout the school at all times.

Fires and Barbecues

No fires or barbecues are allowed on the premises, except in the designated fire pit areas.

Fireworks

No fireworks are to be brought onto on the premises, unless prearranged with the school and subject to the correct permits.

Alcohol

No unlicensed alcohol is to be consumed on the premises. The Headteacher's approval is required prior to obtaining a license to serve alcohol.

Maximum Numbers

The maximum number of people allowed is:

- Hall – 140 adults
- Drama hall – 40 adults or 50 children
- STEM room – 18 adults or 24 children
- Playground – is at the discretion of the Headteacher

How to Book

Enquiries should be made to the school office during the school term. A Lettings Request form should be completed and a deposit paid at the time of booking. Payment is required one week prior to the hire, unless for long term bookings which will be invoiced. Cheques should be made payable to Guildhall Feoffment Community Primary School. The deposit may be retained in the event of cancellation or in the event of cleaning/clearing being required after the let.

Categories of Letting, 'Responsible Person' and 'Stewards'

There are three categories of letting. For an A or B let, a member of school staff is present during the entire letting period and is the appointed 'responsible person'. For

a C letting the 'responsible person' is one or more appointed stewards, who must be in attendance for the entire period of the let. In this case, the 'responsible person' must carry a working mobile telephone in order to be in a position to contact emergency services if needed. The 'responsible person' should familiarise him/herself in advance, of all fire exits, location of fire extinguishers and first aid equipment.

A school staff member will open and lock up. The Headteacher decides which is an A, B or C let.

Disclaimer

The hirer shall indemnify the school governors and Suffolk County Council against:

- All claims, demands, actions or proceedings in respect of any loss, damage or injury caused by or to, any person or persons which occur in or on any part of the premises
- All claims which arise from any accident or occurrence while any person or persons is on any part of the premises
- Any claims in respect of any loss or damage suffered or sustained by any person by reason of use of the premises by the hirer

Use of the Premises

The hirer must give precise details of the intended use of the hired premises on the booking form. Use of equipment or facilities (e.g. urn, piano, theatrical lighting, audio visual equipment, play structures and changing rooms), is by special request and should be noted on the Request for Lettings form. The Headteacher reserves the right to refuse any booking considered unsuitable. The school expects the premises and equipment to be used appropriately and in line with school rules.

Electrical Equipment

Any electrical equipment brought on to the school premises is solely the hirer's responsibility and must comply with current safety standards. The hirer is liable for any damage or injury sustained as a result of using faulty or dangerous equipment.

Fastenings or Nails

No fastenings of any kind are to be driven into the walls, ceilings, or any part of the buildings.

Fire Exits

Fire exits must not be partially or wholly blocked or locked.

Parking

Parking in the playground is available by prior arrangement (see above for charges). The car park must be vacated within 15 minutes of the end of the event.

Noise and Disturbance

The premises are let on the understanding that on leaving the premises and exiting along roads around the school, noise should be kept to a minimum so as not to disturb local residents.

Leaving the Premises in Good Condition

The hirer is responsible for leaving the premises in a good and clean condition. The cost of any additional cleaning may be deducted from the deposit.