



Lettings Policy

Hiring of Premises at Longsands and Ernulf Academies

Introduction

Academy premises are available for hire (subject to the requirements of staff holidays, cleaning and maintenance) for a wide range of functions. We welcome meetings, dances, performances, sports and other events of all kinds but would ask potential hirers to bear in mind that all work, cleaning and supervision in connection with any letting has to be performed by staff as overtime in addition to their full time commitment to the normal work of the school, which in turn often makes extra demands of its own in the evenings and at weekends.

We may not always be able to offer you the facilities you require at the time you want them but we will always do our best to meet your needs, provided that we can safeguard and maintain the premises for their primary function, that of a comprehensive school. Similarly, when the premises are used by the community, we have to ask for certain regulations to be observed. Some are legal requirements upon which we have to insist as part of our obligations under the various Licensing and Safety Acts. Others are designed to make sure that community use does not hamper our main task of educating children.

In order to allow necessary repairs and maintenance, redecoration and cleaning to take place, the premises will not be let for three periods during the year.

In the period 2017 / 2018 closure will be:

Christmas: Tuesday 19th December 2017 – Wednesday 3rd January 2018

Easter: Friday 30th March 2018 – Monday 16th April 2018

Summer: Saturday 18th August 2018 – Sunday 2nd September 2018

Premises can not be hired on Bank Holidays or Fridays. Should your normal booking fall on a Bank Holiday we will do our best to accommodate you on another night, should you wish.

We retain the right to cancel bookings at any time, should we deem facilities unfit for purpose or a risk to health and safety.

All enquiries about available facilities, dates and charges should be referred to the Lettings Officer (Telephone 01480 223336).

Conditions of hire

Applications for the hire of the hall or any of the rooms in the building must be in writing on the enclosed form. The scale of charges and hours of letting are set out on the enclosed sheet. A deposit of 25% of the total charge payable is due with the application. The balance must be paid within 30 days of date of invoice. The level of charge will be that which is applicable at the time the hiring is confirmed.

If a hirer cancels a booking, this must be confirmed in writing and the deposit will be forfeited if the room is not re-let. Cancellations in relation to block booking must be made with a minimum of 24 hours notice to avoid charge.

The Academy's Trust Board reserves the right, by notice to the hirer, to terminate the hiring at any time for reasons outside the control of SNLP Trust Board, and to return to the hirer any monies paid by way of deposit. SNLP Trust Board shall not be under any liability to the hirer for any loss or damage he/she may sustain as a result of such a termination.

Facilities available at Longsands Academy

Type of Function	Venue	Capacity
Stage shows	Ritchie Hall	350
Dinner Dances	Ritchie Hall	225
	New Hall	75
Discos; dances without meals	Ritchie Hall	350
	New Hall	135
Sports events	Sports Hall, 2 gyms (not suitable for ball games), sports field with pavilion facilities.	
Meetings	Sixth form area	Various/To be advised on application

Please note that room capacities should not under any circumstance be exceeded as these have been stipulated by the necessary licensing authorities.

Facilities available at Ernulf Academy

Room	Capacity
D2	100
Performing Arts	200
Sports Hall	300
Gym	150
Classrooms	30
Hums/Post-16	50

Scale of fees and charges

These are shown on a separate sheet enclosed with this policy. Revision of charges may be made with effect from 1st September each year.

Licences

The conditions attached to the Premises Licence shall be duly observed. A copy of this licence may be seen on application, and the hirer shall be deemed to have had notice of all such conditions.

No alcohol shall be sold unless either a Personal Licence or a Temporary Events Notice has been obtained by the hirer or on his/her behalf. The hirer shall ensure that any conditions attached to such licences or permissions are complied with. The sale of alcohol must cease at least half an hour before the end of any function.

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.

If any part of the premises is to be used for purposes of 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, the Gaming Act 1968, or any subsequent amending Act are fully observed and complied with.

Hirer's responsibilities

No nail or fastening of any kind shall be driven or put into any wall, partition, pillar or other fittings or furniture. If permission has been granted to display posters, they must be removed at the end of the function by the hirer.

Electrical equipment must not be brought into the premises unless:

- the arrangement has been approved in advance with the hirer, **and**

- the equipment has been checked and has a current certificate to confirm that it complies with the Electricity at Work regulations.

The hirer shall ensure that any room is left in the condition in which it was found. This includes replacing furniture in its prior positioning ready for the room to be utilised by the Academy the next morning. The hirer shall repay on demand the cost of any Site Staff overtime to reinstate any room not left as found.

- The hirer shall not assign the benefit or burden of the hiring or sub-let the premises or any part thereof.
- The cloakrooms will be in the care and custody of the hirer, who must provide his/her own attendants and be responsible for any loss that may occur.
- The hirer shall repay to SNLP Trust Board on demand the cost of cleaning, reinstating, replacing or repairing any part or parts of the premises, including any of the furniture and fittings therein contained, which are 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 hire.
- The hirer shall indemnify the SNLP Trust Board 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 part of the premises, or arise from any accident or occurrence which happens 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. Hirers must provide the Academy with a copy of their Liability Insurance Policy for at least £5m.
- The hirer shall arrange insurance to cover the terms of indemnity set out above and produce for inspection written confirmation from the insurance company or broker concerned.

If no suitable insurance has been arranged by the hirer, the hirer may, on payment of an additional 12.5% of the facilities hire fee, affect this insurance through a policy arranged by SNLP Trust Board. Where a nil hire fee is agreed a minimum premium of £10.00 per booking will apply. This policy carries an excess of £100 for each and every claim for damage to the premises or contents, caused other than by fire or explosion. **Please indicate clearly on the hire application form if this option is to be taken up.**

- The Hirer must contact the Lettings Officer during the week before the letting in order to discuss detailed arrangements.

In cases where there is a need to re-arrange furniture (e.g. chairs and tables for a dinner-dance), this must be done by the Hirer under the supervision of a member of the Academy Site Staff; arrangements for this should be made through the Lettings Officer. Should the Site staff need return furniture at the conclusion of the function a nominal charges of £20.00 per hour will be made. If additional expense is incurred in the removal and replacement of furniture or any exceptional cleaning becomes necessary, the hirer will be responsible for any such expense.

Provision of stewards

To secure the efficient supervision of the premises during the hiring, the hirer shall provide attendants and stewards in the ratio of 1 per 50 members of the audience; should the majority of the audience be under 16 years, however, a minimum of one steward shall be provided for every 25 children or part thereof.

All stewards shall wear uniforms, badges, sashes or armbands so as to be clearly identifiable to members of the public.

The **hirer** is responsible for ensuring:

- The safety of the premises and the preservation of good order and decency therein;
- the orderly and safe admission and departure of persons to and from the premises;
- the orderly and safe clearance of the premises in case of an emergency;
- that all doors giving egress from the premises are kept unfastened and unobstructed, immediately available for exit, during the whole time the premises are in use.

Car Parking

Longsands

Car parking must be restricted to the designated parking areas in the main car park or the Kings Road car park. Hirers of the Sports Hall should ensure that their members do not park their cars on the hard play area adjacent to the Sports Hall, unless previously permitted to do so.

Ernulf

Car parking must be restricted to the designated parking area. Parking at the rear of the premises is prohibited except for vehicles belonging to or used by performers or entertainers.

General

SNLP Trust Board reserve unto themselves and their officers, servants and agents a right of entry to every part of the premises at any time when duly authorised so to enter.

The wearing of footwear of any kind which is liable to cause damage to the floors is prohibited. When the premises are hired for the purposes of auction sales, horticultural shows or other events of a like nature the hirer must protect the floors with a suitable covering.

SNLP Trust Board may by arrangement allow a hirer reasonable time to clear up and remove property either at the end of the hiring or on the following morning but the premises must be clear of all the hirer's property by **8.00 am** on the date after a hiring. SNLP Trust Board do not undertake safe custody of property remaining on the premises. If the kitchen and equipment are used they are to be left in a clean and tidy condition at the end of the function.

The premises are subject to the normal Sunday trading laws under the Sunday Trading Act 1994 which means that trading is restricted to six consecutive hours between 10am and 6pm. Further information is available from Huntingdonshire District Council Environmental Health Department (Telephone 388388).

Waste Disposal

As the Academy is required to pay for its waste disposal services customers are requested to remove all their refuse from the Academy after a function. If this proves inconvenient, alternative arrangements can be made at the time of booking for refuse to be disposed of through the Academy facilities at a nominal charge of £50 per function. The hirer is, however, responsible for ensuring that:

- bottles are boxed;
- waste cardboard boxes are flattened;
- all other refuse to be placed into waste sacks provided by the Academy Site staff;
- all refuse containers are to be sealed to the satisfaction of the duty member of Site Staff;
- refuse containers are placed for disposal as directed by the duty member of Site Staff.

Health and safety Regulations

- Organisers must acquaint themselves with the location of the fire exits and ensure that none of these is blocked or restricted at any time.
- Gangways to the fire exits must be kept clear. The fire exits in the Ritchie Hall and New Hall are clearly marked. These exits must not be obstructed internally or externally.
- The Academy operates a no smoking policy which must be respected by hirers and audiences.
- Real flames shall not be employed on the stage or in any other public area of the Academy.
- A member of the Site Staff will be present during each function to give guidance on fire precautions, including location of fire exits and fire-fighting equipment.

It is the responsibility of the hirer to ensure that adequate First Aid cover is available for their participants.

Contact Details

Kate Gentry Lettings Officer 8am – 4pm term time (3.30pm Fridays)
01480 223336 finance@longsands.cambs.sch.uk

Emergency contact: (out of hours)
07770536507 site@longsands.cambs.sch.uk

SNLP Hiring of Premises

Scale of charges – September 2017

There will be two rates of charging for Academy premises:

Full rate: One-off bookings
 Reduced rate: Block bookings based on a minimum usage of at least once a week for 10 weeks, once a fortnight for 20 weeks or for a non-profit-making organisation.

Longsands Academy

	Full rate £/hour	Reduced rate £/hour (excl VAT)
Ritchie Hall	£85.00	£28.00
New Hall	£55.00	£25.00
Sports Hall	£60.00	£27.00
Gymnasium	£45.00	£25.00
Classroom	£25.00	£17.00
All weather pitch (whole)	£70.00	£49.00
All Weather Pitch (2/3)	£55.00	£37.00
All weather pitch (1/3)	£32.00	£26.00

Ernulf Academy

Room	Full Rate £/hour	Reduced rate £/hour
Sports Hall	£50.00	£25.00
Gym	£45.00	£23.00
Classroom	£21.00	£15.00
Art Room	£26.00	£20.00
Performing Arts	£40.00	£25.00
Hums/Post 16	£35.00	£22.00
D2	£50.00	£25.00

Day	Finishing time
Monday – Thursday	22.00 hrs
Saturday	24.00 hrs
Sunday	22.00 hrs

Sports Bookings for less than 10 week block bookings will attract VAT on the above prices at the prevailing rate (currently 20%)

Access to the Academy by brewery or catering organisations will not be permitted before 1700hrs on weekdays.

Kitchens

Hirers must contact Caterlink on extension 4228, for regulations on hire of the kitchens.

Payment

For a one-off hire a 25% deposit will be required on booking.

Regular users (who book 10 weeks or more) will be invoiced for the full 10 week booking in arrears with 30 day payment terms.

If payment is not received in accordance with our terms the booking will be cancelled with immediate effect.



Application form for hire of SNLP premises – Adult Only

Nature of Function:		
Name of Organisation:		
Name and address of person who will act as organiser:		
Telephone Number:	Fax:	E-mail:
Name and contact details of caterer (if applicable):		

Facilities and rooms and site required:				
Date	Access time	Function starts at:	Function ends at:	Time when premises will be vacated:

Expected number of participants	
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I would like to: <i>(Tick whichever option is applicable)</i>	a) forward written confirmation of my Public Liability insurance.	
	b) arrange insurance through the Academy scheme at 12.5% of the total hire charge.	

I certify that I am not less than 18 years of age, that I have read the regulations governing the letting of the Academy, that I accept responsibility for observance of the regulations, and I agree to pay on demand the lettings charge hereby incurred.	
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I hereby indemnify SNLP Trust Board and Academies against all claims in respect of injury, loss or damage (including damage to the premises) arising from this letting. In requiring this undertaking the Trust does not need to absolve itself or any employees from liability as owners/occupiers of the premises.	
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Signature:	Date:
For (organisation):	



Application form for hire of SNLP premises – Activities including minors

Name of organisation:
Type of activity:
Location of activity and the Academy site:
Days and times of the activity:
(Organisation) undertakes to ensure suitable arrangements are in place in regard to the safeguarding of children and Child Protection. The Academy reserves the right to terminate the contract if (organisation) fails to have these arrangements in place and fails to take immediate steps to rectify such failings. The termination of contract can take immediate effect without financial liability falling to the school.

The following **MUST** be completed where Services or Activities are provided for Children under 19 years of age:

1. Please supply a copy of your Child Protection Policy.
2. Does the organisation have a Code of Conduct for staff, including the abuse of trust under the Sex Offences Act for children over 16 but under 19 years of age? YES/NO
3. What are the procedures for your staff to follow if they think a child is being abused?
4. Please confirm whether the organisation has a copy of the DfEs booklet "What do you do if you think a child is being abused – Summary"? YES/NO
5. Does the organisation have a procedure in the event of a child protection allegation being made against a member of their staff? YES/NO
6. Please supply a list of all volunteers working with the children AND supply a copy of their CRB certificates.
7. Do you have a First-Aider? Please supply copies of certificates held. What are your procedures in the event of an emergency situation?
8. What are your arrangements for the organiser to liaise with a member of the school staff if there should be a particular concern?

Signed: _____ Date: _____

Name in BLOCK Letters: _____