

# Beaconsfield Primary School

*‘Shining a Light on Learning’*



**B** - **Belief**  
**P** - **Perseverance**  
**S** - **Success**

## Lettings Policy

February 2017

Review date:

February 2018

# BEACONSFIELD PRIMARY SCHOOL

## Conditions for Letting Policy

1. A Letting Agreement has been agreed and signed by Ramgharia Gurdwara for the regular Sunday lettings for Punjabi classes. (Agreement will be reviewed annually)
2. **A £150 deposit bond must be paid to secure the booking.**

If there is less than two weeks notice of booking, the deposit and the hire charge must be paid in cash, immediately. The person making the booking must be over 25 and must be present at the function. (Photo identification is required when making the booking).

3. Any letting cancelled by the hirer less than four weeks before the date the letting was made for shall make the hirer liable to pay a cancellation fee as follows:
  - i) less than 4 weeks notice - 25% of total hire charge
  - ii) less than 3 weeks notice - 35% of total hire charge
  - iii) less than 2 weeks notice - 50% of total hire charge
  - iv) less than 1 weeks notice - 75% of total hire charge
3. The School Governors may at any time **cancel a letting by notice in writing to the hirer.** Upon such cancellation the School Governors shall repay to the hirer the money paid to the school in respect of the cancelled letting. Other than the aforesaid the School Governors shall not incur any liability to the hirer upon cancelling a letting and hirer shall indemnify the school Governors against all claims which may be made by other persons in respect thereof.
4. **The deposit bond of £150 will be retained** if there is any damage or breakage or if the caretaking staff are required to stay longer than half an hour after the booking period to clear up.
5. The hire charge must be paid at least **1 month** before the date of the booking, otherwise the booking will be cancelled with the full loss of deposit.
6. The hirer must have adequate third party public liability insurance and must give a copy to the School Governors before the hire commences. Insurance can be obtained if required for approx. £55 – 85 per event (depending on day and time of event). (A copy of the insurance certificate is required by the school. Failure to provide this document can lead to a loss of deposit).
7. The minimum booking charge is 2 hours + 45 minutes for setting up and clearing away. This makes a total of 2 hours and 45 minutes for all bookings.
8. The hire charge may be subject to alteration.
9. The School Governors reserve the right to refuse a booking and no liability can be accepted if a booking should have to be cancelled.
10. Occasional performance licenses must be obtained by the hirer if the event is open to the public.
11. The hirer must provide an adequate number of stewards for large functions and a list of the stewards must be provided to the school upon request.
12. The maximum number of persons 150 people to be admitted to certain areas must be agreed with the school enforced.

13. No hazardous substances may be used and that includes pollutants, fuels, fumes and dust. Noise must not affect persons occupying adjacent buildings.
14. No other room other than the hall and toilet facilities may be used. (No kitchen facilities are available for use).
15. Smoking is not allowed anywhere on the site, including the playground or front entrance. (Evidence of smoking will lead to loss of the deposit).
16. The consumption of alcohol is not permitted at any time. If alcohol is observed the school reserves the right to terminate the booking with no refund of charges or deposit.
17. Premises cannot be booked out after 12.00 midnight. The premises must be vacated by the stated finished time. Failure to vacate the building and car park by the times indicated may result in the loss of deposit.
18. These premises cannot be used for the purpose of **public party political meetings**. The premises can only be used for private functions e.g. weddings, birthdays, reception.
19. A responsible person e.g. Site Manager will be in attendance for all lettings to ensure the security of buildings and their contents and also to ensure that the areas let are left in the same condition as before the letting.
20. The Site Manager has right of access at anytime and may intervene if there is too much noise or abuse of property. If necessary the police will be called.
21. Entertainment or music should stop by 11.30 pm.
22. FIRE EXIT LIGHTS MUST STAY ON AND FIRE EXITS MUST NOT BE OBSTRUCTED.
23. If you have moved tables and chairs please return to their original position at the end of the event.
24. Any rubbish needs to be removed by the hirer at the end of the let. Failure to remove rubbish will incur a deduction of £70 from the deposit.
25. An additional charge will be incurred if the use of the playground is required for car parking.
26. Lettings from 1<sup>st</sup> October, November, December, January, February, March until 20<sup>th</sup> April will incur an energy surcharge of £10 per letting.
27. Vehicles left in the car park may be issued with a penalty notice fine which needs to be paid before release.

Current hire rates from February 2017 (for new lettings) until further notice are as follows:  
(From 1<sup>st</sup> April for existing agreements or pre-booked lettings)

**Weekdays (Mon – Fri)**

Hire of hall	4pm -6 pm	£32 per hour
	6pm -9 pm	£38 per hour
	9pm -11 pm	£43 per hour

Hall & Car park (together)	4pm -6 pm	£47 per hour
	6pm -12 midnight	£56 per hour

**Saturday**

Hire of Hall	8am – 6pm	£43 per hour
	6pm – 12 midnight	£51 per hour

Hall & Car park (together)	8am – 6pm	£56 per hour
	6pm - 12 midnight	£64 per hour

**Sunday**

Hire of Hall	8am – 6pm	£56 per hour
	6pm – 12 midnight	£64 per hour

Hall & Car park (together)	8am – 6pm	£70 per hour
	6pm - 12 midnight	£75 per hour

**Car Park Only**

Saturday	8am – 6pm	£32 per hour
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Sunday	8am – 6pm	£37 per hour
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**Energy/ Heating Surcharge**

From 1 <sup>st</sup> October to 20 <sup>th</sup> April	£10 per letting
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**Beaconsfield Primary School**

**Beaconsfield Road, Southall UB1 1DR. Tel: 0208 574 3506 Fax: 020 8843 9441**

**APPLICATION FOR THE USE OF SCHOOL PREMISES (LETTING)**

For office use:

Date application received .....

Date application approved .....

Evidence that hirer has insurance cover: Yes/No (Take copy of certificate)

Evidence that hirer has insurance cover confirmed by .....

Evidence that hirer is over 25 years of age: Yes/No (Take copy of document)

School provided insurance cover required: Yes/No

Application approved by .....

To be completed by the person who will be responsible for the payment of the charges for the use of the accommodation and other facilities and who will give indemnity required by the Council and the Governing Body.

This application must be forwarded to the Head Teacher/Site Manager of Beaconsfield Primary School at the above address.

NOT LESS THAN THIRTY DAYS prior to first date of proposed user and payment made.

Before submitting this form the applicant should make arrangements to visit the school and ascertain that the accommodation is suitable for the purpose intended.

Date (s) of proposed letting .....

Time of proposed letting: From ..... to .....

Please ring facilities required: a) Playground Yes / No  
b) School Hall Yes / No  
c) Chairs Yes / No

(if yes, please indicate number required .....

d) Tables Yes / No

(if yes, please indicate number required .....

Name of organisation .....

Aims and objectives of organisation .....

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- 1) Nature of function: (If function to which general public will be admitted a copy of the proposed programme should be attached to this form, eg. Fetes, Concerts.  
.....
- 2) Will meetings be attended by:  
  - a) Adults? Yes / No
  - b) Young persons (under 16)? Yes / No
- 3) Estimated number of people attending .....
- 4) Will all persons attending be bona fida members of the organisation? Yes / No
- 5) Will any charge be made for admission? Yes / No  
 If yes how much will be charged? .....  
 and for what purpose(s) will the money be used? .....  
 .....
- 6) Will any copyright material be used? Yes / No

The applicant and Guarantor, jointly and severally hereby undertake and agree with the Governing Body of Beaconsfield Primary School and the Council to perform and observe the said regulations and conditions should such permission be granted.

I/We, the Applicant and Guarantor, hereby jointly and severally agree to indemnify the Governing Body of Beaconsfield Primary School and the Council from and against all loss, damage, costs, claims, demands, expenses or charges which the school may sustain or incur in respect of any matter arising out of the use of the accommodation or the conditions relating thereto, and to pay to the school on demand all such sums as may be payable by reason of this indemnity. To this effect - we produce written evidence that we have appropriate insurance cover / we ask that the school make insurance arrangements on our behalf for which we note an additional charge will be made.

Signature of Applicant/Proof of ID .....

Occupation .....

Address .....

Telephone No: Day time ..... Evening .....

Signature of Guarantor/Proof of ID.....

Occupation .....

Address .....

Telephone No: Day time ..... Evening .....

Date .....

**Proof of ID must be: Passport, drivers licence, utility/ council tax bill (not a mobile bill)**