

# Little Paxton Primary School

## Policy: LETTINGS

Last reviewed & approved: October 2015

Next review due: Autumn 2016



### General conditions relating to the Hiring of the Premises

During school holidays the premises may not be available for hire in order that cleaning, decorating and other essential maintenance may be carried out.

#### Application

- a) Applications for hire must be made on the attached form.
- b) Any person wishing to hire the school premises should be over 18 years of age.
- c) The hirer may not sublet the premises.
- d) The Governors reserve the right to refuse any application
- e) The governing body reserve the right to request a refundable deposit of £100.
- f) The areas to be let will be restricted to the school hall and field and community rooms.

#### Payment

Payment for one-off bookings is due in advance with the booking form at the time the booking is made.

Payment for regular bookings is due termly in advance and should be paid at the start of each term. Alternative payment arrangements may be arranged on an individual basis.

#### Cancellation

The hirer may cancel a booking by giving 14 days notice in writing, a 25% cancellation fee may be charged if sufficient notice is not given. Little Paxton Primary School reserves the right to cancel the booking, at their discretion, in exceptional circumstances.

#### Licences

Whilst the school has a licence, which permits Regulated Entertainment to take place between 10 am and Midnight each day, it will be the responsibility of the hirer to ensure that a Temporary Event Notice is in place for any other Licensable Activity, which they propose to provide. Where they also intend to provide Regulated Entertainment outside of the hours detailed above they should similarly ensure that a Temporary Event Notice is in place.

Licensable Activities are:

- The sale of alcohol by retail
- The sale of alcohol by or on behalf of a club, or to the order of, a member of the club.

Provision of Regulated Entertainment, (entertainment and entertainment facilities).

- A performance of a play
- An exhibition of a film
- An indoor sporting event
- A performance of live music
- A performance of recorded music
- A performance of dance
- Entertainment of similar description to that falling within the performance of live music, the playing of live music and the playing of recorded music and the performance of dance.

Only where the entertainment takes place in the presence of an audience and is provided for the purpose (or for the purposes which include the purpose) of entertaining the audience.

Entertainment facilities include facilities for enabling persons to take part in entertainment for the purpose of, or for the purposes, which include the purpose, of being entertained

- Making Music
- Dancing
- Entertainment of a similar description to making music or for dancing.

- The provision of late night refreshments.  
i.e. hot food or drink supplies between the hours of 10.00pm and 5.00am.

#### Temporary Event Notice

These may be obtained from Huntingdonshire District Council. The cost is currently £21.00.

#### Hirers Responsibilities

- The Premises must be left in a clean and tidy state. In the case of this standard not being met, then a charge will be made to cover any necessary cleaning.
- No nail or fastening of any kind shall be driven into any wall, partition or other fittings and furniture.
- The hirer shall repay the School Governors, on behalf of the school, on demand the cost of reinstating, replacing or repairing any part of the premises, including any furniture and fittings, which are damaged, destroyed, stolen or removed as a result of negligence of the hirer during the period of hire.
- It is the responsibility of the hirer to provide insurance against loss, damage or injury caused by or to any persons, which occur during the period of hire.
- The hirer shall provide enough attendants and supervisors as may be necessary to secure the efficient supervision of the premises during the period of hire, including
  - the orderly and safe arrival and departure to and from the premises and the orderly and safe clearance of the premises in case of an emergency.
  - the safety of the premises and the preservation of good order and decency therein and
  - ensuring that all fire doors are kept unobstructed and immediately available for exit during the period of hire.
- School equipment may not be used unless permission from the head teacher is obtained.
- Smoking is not permitted on school premises or its environs.

#### Health and Safety

- In line with health and safety regulations the maximum number of persons allowed in the main hall is **120**. This number must not be exceeded.
- All equipment brought onto the premises and used by the hirer must be safe and comply with any statutory safety requirements. No electrical appliance may be brought on to the premises unless it bears a current 'Certificate of Testing'.

#### Fire Precautions

- The school has a range of fire extinguishers sited in the most appropriate places and hirers are advised to familiarise themselves with their location.
- In the event of a fire hirers are advised of the following procedure:

#### Evacuate the building

Contact the emergency services by telephone found in the School Office- Dial 9 999

When emergency service replies say FIRE, the school is in Gordon Road, PE19 6NG.

When the Fire Service is connected say Little Paxton Primary School, Gordon Road, Little Paxton, PE19 6NG'

#### First Aid

The hirer is responsible for providing a First Aid kit, which must be accessible at all, times during the period of hire. In case of an emergency follow the same procedure for a fire but ask for an ambulance.

#### Car Parking

Parking of cars must be restricted to the designated parking areas and all vehicles are parked at the owners' risk. The school accepts no responsibility for theft from or damage to vehicles while parked on the premises.

#### General

The Governors or their representatives reserve the right to enter the premises at any time

The premise must be totally vacated by **midnight** on the night of the hire.