



Lettings Policy

This policy has been drafted with reference to the Co-operative Trust values and principles

Policy adopted May
2012

Application to hire School facilities

Date

no.

The completed application is to be returned to the Premises Manager not less than 4 weeks before the event. A deposit of £500.00 is required with the application to secure the booking. The deposit will be refunded in full if the conditions stated later in this document are complied with.

For sports bookings a deposit is not required but full payment must be made 14 days before the event. In the case of block bookings, an advance payment equalling the amount for 4 weeks is required 14 days before the commencement date followed by similar payments at intervals of 4 weeks.

Name of Hirer**Address****Contact name if different from above, and contact telephone numbers****Nature of event e.g. tuition, wedding, religious****Number of people attending (approximate)****Date(s) and times**

Note: times must include setting up, clearing times and changing, showering if applicable

Rooms, facilities and furniture required**INVOICE DETAILS; in line with charges set by the School Governors and agreed by the hirer;**

Signature of Hirer and date

To confirm the booking the School Finance Office will generate an invoice which will be sent to the Hirer (copied to the Premises Manager). The School not accept cash. If paying by cheque, please make the cheque payable to Preston Manor High School.

At Preston Manor we aim to encourage community use of our facilities whether educational, sporting or social. These are available to the community by booking with our Premises Manager, 020 8385 4086. Facilities are available weekdays until 10.00 and weekends from 8.00 am until 10.00pm. Our facilities are also available throughout all school holidays.

Charges for facilities from April 2012

Upper School Facilities	first 5 hrs	subsequent hours	
Main Hall - function, over 150 people	650.00	65.00	see note 1
Main Hall - function, less than 150 people	250.00	50.00	see note 2
Serving Room M187	150.00	30.00	see note 3
Gymnasium G101 - function - max 250 people	550.00	55.00	
Main Hall sound system	250.00	50.00	see note 4
Main Hall lighting system	275.00	55.00	see note 4
Sports Hall - function - max 500 people	700.00	70.00	
Deposit on Functions (refundable) - standard	500.00		
	per hour		
Classroom	15.00		
Drama studio M211	35.00		
Dance studio G110	35.00		
Theatre M212	35.00		
Conference room M128 (12 people)	40.00		
Conference room M187 (20 people)	50.00		
Gymnasium G101 - sport - max 250 people	35.00		
Quad	60.00		
Car parking (see below)	1000.00		
Football pitch	50.00		see note 5
Tennis court	20.00		
Netball court	20.00		
Sports Hall - sport:-			
whole	50.00		
half	30.00		
cricket nets	30.00		
badminton court (4 courts available)	12.50		
Lower School Facilities			
Hall Social use	50.00		
Hall Badminton	25.00		
Multi use games area Netball	20.00		
5-a-side football	30.00		
Astroturf Pitch - Football/Hockey			
Whole area	70.00		
Half	45.00		
One 5-a-side pitch	30.00		

The School requires the hirer to pay a deposit for bookings in the Main Hall, Sports Hall and the Gymnasium if the event involves refreshments and additional furniture. The deposit will be refunded in full if the following criteria are met. The event did not overrun, there was not any damage and there was not excessive cleaning necessary.

Payments must be made ahead of event or block bookings - please see notes

Note 1 - maximum of 400 seated theatre style or 250 seated at tables.

Note 2 - event involving minimal furniture requirements with little refreshments.

Note 3 - hirers can use kitchen facilities as provided but may not bring in any food heating equipment involving naked flames.

Note 4 - hours charged will include time for setting up and reverting equipment for School use.

Note 5 - season of 26 matches (Saturdays or Sundays) between September and April for £900.00.

Note 6 – The timing and availability of external facilities is subject to the legal requirements of the Planning Department

Conditions of Hire

The governing body PMHS welcome visitors to our school and encourage community use of our facilities.

Enquiries from prospective hirers will be dealt with by our Premises Manager who will be able to discuss your requirements and the availability of suitable facilities. He will also be able to explain our Conditions of Hire and highlight the responsibilities of all hirers. Although the Premises Manager can give informal advice about legal requirements such as licences and permissions it will remain the active responsibility of the Hirer to ensure compliance with the law; the School does not accept any liability in circumstances when the Hirer fails to comply with the law.

1. Acceptance of Conditions. The hiring of School facilities is permitted on the conditions set out below. Completion of an "Application to Hire" form is deemed to be an acceptance of these conditions.

2. Compliance with Conditions. The hirer or person signing on behalf of an organisation shall be responsible for compliance with these conditions.

3. The Right of Refusal and Termination. The School Governors reserve the right to refuse any application to hire. They also have the reserve the right to terminate any block booking during a period already booked.

4. Cancellation by the School. The School reserves the right to cancel any event if there is a need for School use of those facilities. In these circumstances, a full refund will be made. The Governors shall have no further liability in this respect. However, the School will make every attempt to avoid this. If cancellation by the School is due to any other reason e.g. abuse of facilities or late payments, any refund due shall be made only after costs incurred by the School have been deducted.

5. Cancellation of Outdoor Events. The School (Premises Manager) shall have the right to cancel outdoor events due to unsuitable ground conditions. A full refund shall be paid but without obligation to provide another date for the event.

6. Refund after cancellation by the Hirer.	Full refund	12 weeks notice
	50% refund	6 weeks notice
	no refund	less than 6 weeks' notice.

7. Public Liability Insurance. Hirers, both individuals and organisations, shall provide their own insurance and submit a copy of the relevant current document before the event. Should the Hirer not have Public Liability Insurance cover, the School will provide this at a charge of 5%of the total booking cost.

8. Child Protection Policy. Where there is a transfer of control the Hirer must have regard to the School's Child Protection Policy. If there is not a transfer of control the School's Child Protection Policy will apply. Details are available on request.

9. Statutory Requirements, Licenses and Permissions. The Hirer shall adhere to all laws relating to Health and Safety, Equal Opportunities, sale of alcohol and other items, Public Entertainment and noise nuisance. The Hirer shall obtain any license and permission necessary for the event, with or without a paying audience.

10. Profit. The Hirer shall be permitted to make profit at their event. That intention must be stated when completing the Application to Hire form. The School shall reserve the right to impose further conditions at the time of Application to Hire.

11. Duty Staff. The School staff in attendance during the event shall ensure the Conditions of Hire are adhered to. Duty Staff are not empowered to change the **Conditions of Hire**. Duty staff are not permitted to accept cash.

12. Parking. Parking spaces on the School site can be used by the Hirer and their guests but these are not guaranteed. Vehicles should not be parked on grass areas unless previously agreed with the Premises Manager..

13. Fireworks. Fireworks are not permitted anywhere on the School premises, inside or outside.

Letter from the Head to all hirers of School facilities.

Dear Hirer

We welcome visitors to our school and encourage community use of our facilities. The safety and security of pupils, staff and visitors is our highest priority.

We would therefore ask you to respect our School and help us maintain our high levels of safety and cleanliness.

At the end of your event we would ask you to remove all personal belongings and any posters or banners you may display. Clearing balloons, other party items and food would also be appreciated. Our Duty Staff will be happy to help with refuse bags and other cleaning tools.

Please sign below if you have read and agreed with our **Conditions of Hire** and accept the charges indicated by the Premises Manager.

Matthew Lantos
Head

Hirer's signature_____