



LETTINGS POLICY

PRESTON MANOR SCHOOL

An All-Through School

Governors' Committee Responsible: Resources, Audit & Risk Committee	
Statutory Provision: Non-Statutory	
Policy Author: Natalie Kampta	Review Period: Annual
Date reviewed: November 2025	Next Review: November 2026

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 via <https://preston-manor.schoolhire.co.uk>. Facilities are available weekdays 6:00pm until 9.30pm and weekends from 8.00am to 10.00pm (Saturdays) and 9:00am to 6:00pm (Sundays). Our facilities are also available throughout the school holidays. If you need to hire our facilities outside of these hours, please contact us explaining your requirements and we will endeavour to accommodate your request.

Conditions of Hire

- 1. Acceptance of Conditions.** The hiring of School facilities is permitted on the conditions set out below. By ticking the box it 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 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 for single one-off bookings.**

Full refund	8 weeks notice
50% refund	4 weeks notice
No refund	less than 4 weeks' notice.

Refund after cancellation by the Hirer for block bookings (i.e. cancellation of an individual date within a block booking).

Full refund	More than 7 days notice
50% refund	7 days or less
No refund	less than 48 hours

Refunds outside the above periods are at the school's discretion.

- 7. Setting up and clearing up.** The allocated time booked must include time to set up and clear away. At the end of your event we would ask you to remove all personal belongings and any posters or banners you may display, including clearing balloons, other party items and food, etc. Our Duty Staff will be happy to help with refuse bags and other cleaning tools.

Classrooms, changing rooms and toilets must be left in the condition they were found in. If any furniture it moved, it must be put back into its prior position.

8. **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.
9. **Child Protection Policy.** When services or activities are provided by the School under the direct supervision or management of the School, the School's usual Child Protection policy will apply. Where services or activities are provided separately by another body (e.g. in the case of a Hirer booking the School's facilities) meaning a transfer of control, the Hirer must have regard to the School's Child Protection Policy and provide assurance that they have appropriate safeguarding and child protection policies in place. Details are available on request. If the booking includes children under 18 years of age, a safeguarding form must be completed and returned to the school prior to your booking commencing along with details of DBS certificates where applicable.

It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space. The hirer will be required to have appropriate safeguarding policies in place, including safeguarding and child protection, and shall provide copies of these policies on request to the school. The hirer understands that if our school receives an allegation relating to an incident where an individual or organisation is using our school premises to run an activity for children, we will follow our usual safeguarding procedures and inform our local authority designated officer (LADO).

In all instances, hirers must adhere to the After-school clubs, community activities, and tuition safeguarding guidance for providers (Department of Education, 2023).

By selecting on School Hire that you have read and agree to the School's Lettings Policy, you are agreeing to the transfer of control agreement (as outlined above) and failure to comply with this would lead to termination of the agreement.

10. **Statutory Requirements, Licenses and Permissions.** The Hirer shall adhere to all laws relating to Health and Safety, Equal Opportunities, sale of alcohol (subject to point 15 below) 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.
11. **Profit.** The Hirer shall be permitted to make profit at their event. That intention must be stated when making your booking. The School shall reserve the right to impose further conditions at the time of Application to Hire.
12. **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. Any abuse towards school staff is not tolerated and you will be asked to leave your booking. In this case, a refund is at the school's discretion.
13. **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.
14. **Fireworks.** Fireworks are not permitted anywhere on the School premises, inside or outside.
15. **Alcohol.** Alcohol is allowed on site but must not be sold unless a licence is granted from Brent.
16. **Smoking.** No smoking is allowed on the school site under any circumstances

17. **Pets and animals.** No pets or animals are allowed on site without prior permission from the school. This is with the exception of assistance dogs.

18. Health and Safety

- a. Electrical equipment provided by the hirer must have a current Portable Appliance Test Certificate.
- b. The School will ensure that the means of access and egress are safe for the hirer. The hirer must ensure that this is maintained during the letting.
- c. The hirer must ensure that the kitchen is restricted to authorised persons only (i.e. no children).
- d. The hirer must make suitable arrangements for first aid (a First Aid kit and defibrillator can be made available by the School – locations as per displayed).
- e. The hirer must keep a register during their letting for use in an emergency evacuation.
- f. The hirer must have regard to the national standards of qualification, experience and competence of instructors/supervisors/coaches for sporting and other activities e.g. pool lifeguard qualification.
- g. The School may require the hirer to provide a risk assessment specific to the letting.
- h. The hirer is responsible for ensuring that a Personal Emergency Evacuation Plan (PEEP) is drawn up for anybody attending their session that has a physical or mental impairment which would affect their ability to evacuate in an emergency.

Preston Manor School's current charges can be found by visiting <https://prestonmanor.schoolhire.co.uk>