

Lettings Policy

(Regulations for the hire of Woodlands School Premises and Facilities)

June 2017

Amended: May 2017

Approved by Governors: May 2017

Review date: May 2018

Reviewing Panel: Standards, staffing and curriculum (SSC)

Method of Contact:

Contact with regards to bookings and cancellations:

Mr Neil Williams
Lettings Co-ordinator
Woodlands School
Woodlands Approach
Off Nether Mayne
Basildon
Essex, SS16 5BA

Tel Number: 01268 535121

nwi@woodlandsschool.essex.sch.uk
www.woodlandsschool.org

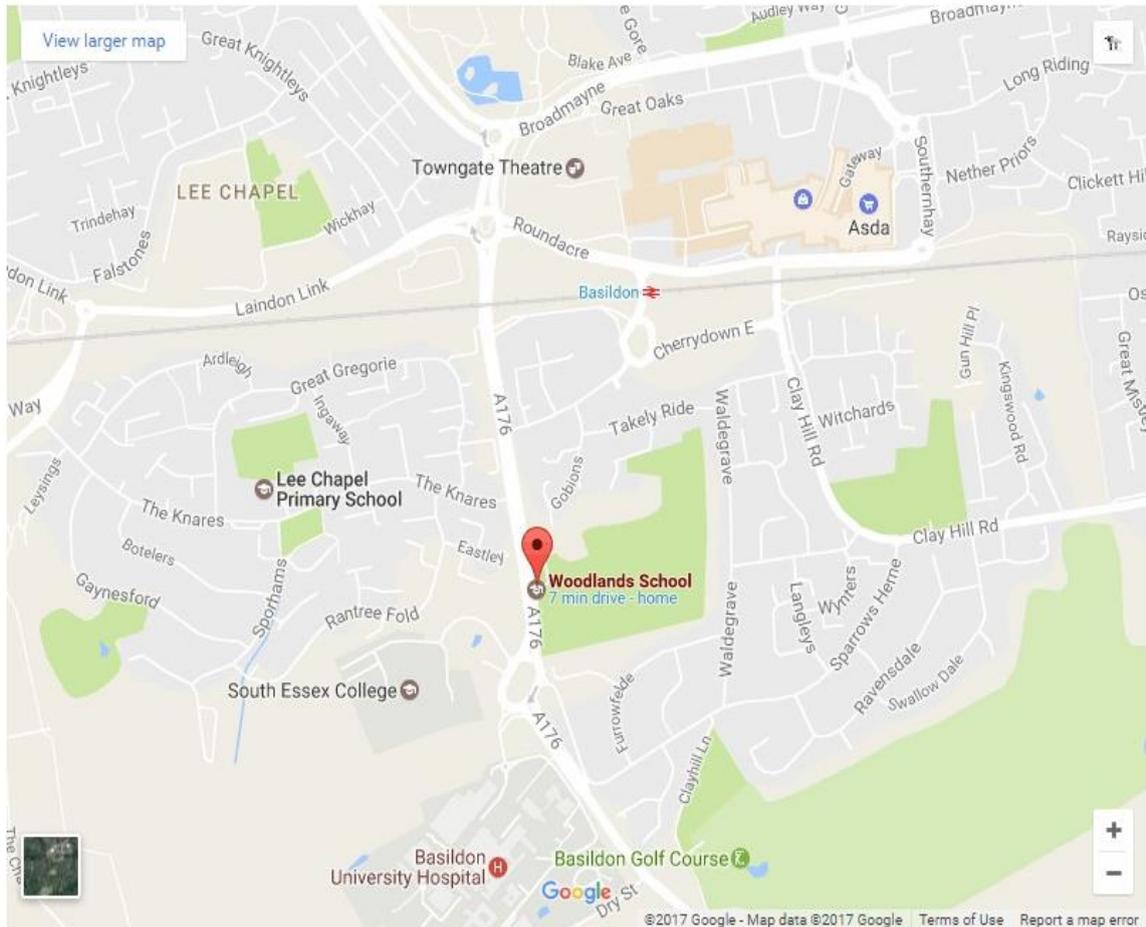
Contact for queries relating to the booking on the day/night:

Duty Caretaker

Skanska 24 hour helpdesk: 0800 023 4765

Directions to the school

Woodlands School, Woodlands Approach, Off Nether Mayne, Basildon, Essex, SS16 5BA (Sat Nav: SS16 5FT)



Directions by Train from Fenchurch Street Station (London) to Basildon Station. Trains are approximately every half hour and the journey takes roughly 30 minutes. The school is about half a mile from the station. Taxis are available from outside the station or it's a short walk down to the school.

Directions by road, A13 (London to Southend direction), exit at the Five Bells Junction and take the filter lane round to the left (A176). At the hospital roundabout go straight over staying on A176 (you will pass the school entrance on your right), continue to the next roundabout and go round and come back on yourself. The school entrance is on the left just before the pedestrian lights.

Out of hour's fire evacuation

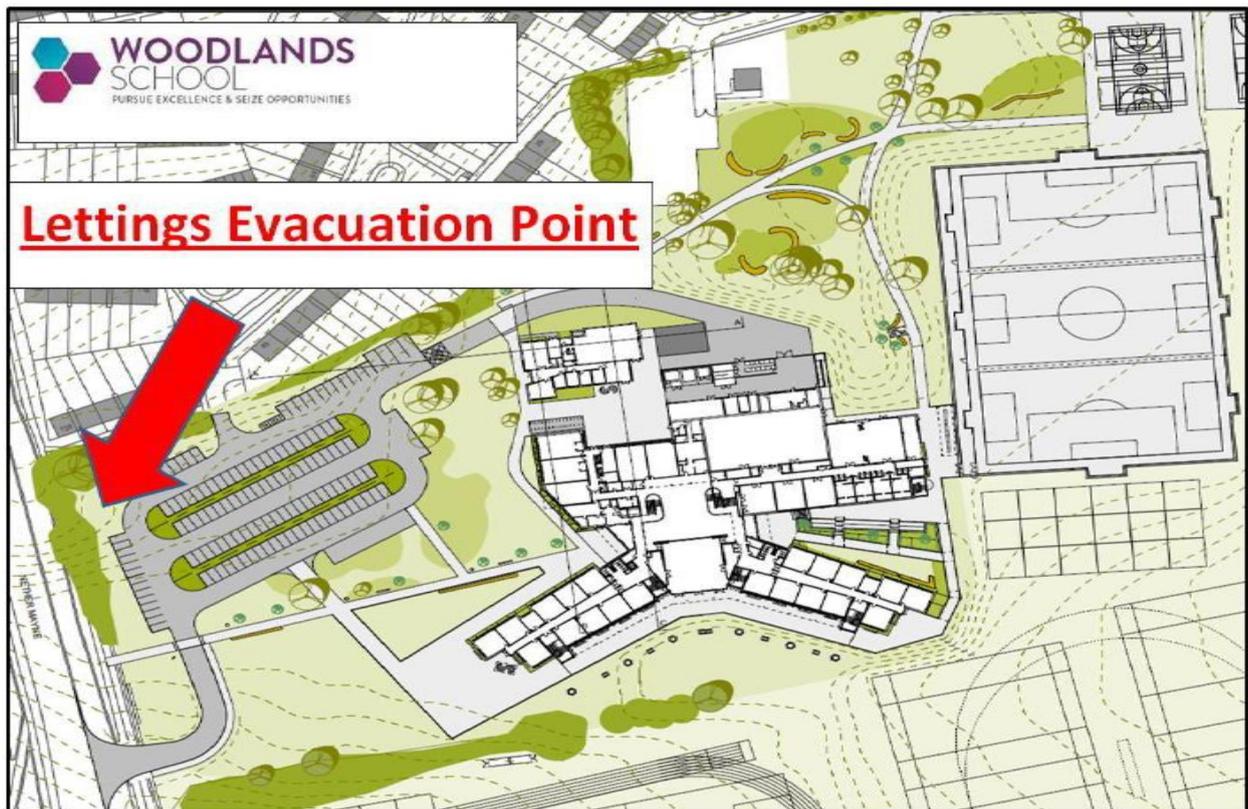
The Fire Alarm consists of a continuous tone. If a fire is discovered sound the alarm immediately- do not attempt to fight the fire.

When the alarm sounds: Close all windows.

Lead the group/party out, instructing the last person/guest to shut the door. (If you are leaving a room where there is a fire, you must not leave until all the people/guests are out). Proceed in a quiet and orderly manner to the main school car park in accordance with the exit directions.

Hirers are advised to familiarise themselves with the fire drill and exit instructions for the area(s) they have hired.

The site manager is not responsible for evacuating your group/guests; they will however confirm with you that everybody in your group/party has been evacuated.



Regulations and charges for the hire of Woodlands School premises and facilities September 2015.

1. Acceptance of conditions

The hiring of accommodation is permitted only on the condition outlined in the following regulations. Acceptance of the hire agreement is deemed to be acceptable of these conditions.

2. Compliance with Conditions

The hirer (the person or body to whom the hire is granted) shall be responsible for compliance with these conditions.

3. Procedure for arranging and cancelling a Hire

- Applications for the hire of the school premises should normally be made at least three weeks in advance.
- A prospective hirer shall submit a completed application form, in accordance with the procedure described on the form.
- The School reserves the right to cancel any hire without notice.
- Every effort shall be made to give reasonable notice to a hirer, and, whenever possible, alternative facilities offered.

Regular / Long Term Lettings

- For long term, established lettings the maximum booking term will be one year and the minimum one term, our year runs September to August. Lettings rates and storage facilities will be reviewed at the end of each year (August).
- If for any reason, a long term letting agreement is cancelled, the hirer is expected to pay 50% of the remaining costs of that letting.
- Any new long term lettings will be initially offered a term's contract with the option for an extension.

In general reservations will not be accepted for dates more than 12 months in advance except for special events such as those needing extensive preparations.

4. Refusal of hire

The Governors may refuse an application to hire the premises if:

- The premises are required by the School.
- There has been any damage to the property or breach of these conditions during previous use of the premises by the hirer.
- For any other reason the Governors deem it necessary or expedient to withhold the permit.

No compensation shall be payable by the Governors by reason of such a decision.

5. Cancellation by the Hirer

The hirer must give at least 48 hours' notice of cancellation to the Woodlands school Lettings Manager acting for the Headteacher and Governors. If any shorter period of notice is given, the Governors reserve the right to pass on to hirer any costs unavoidably incurred.

6. Indemnity & Insurance Indemnity

The Hirer will accept responsibility for:-

- Damage to premises and equipment being used.
- Third party claims involving injury to persons (including staff) and/or damage to property except when caused solely by the negligence of (the School and/or Essex County Council) their servant's and/or agents.

Insurance

Hirers are asked to confirm that suitable cover is in place before the hiring commences. This should include:-

- Household Personal Liability or one day event insurance for casual lettings.
- £5,000,000.00 Public Liability for regular lettings.
- Where applicable-insurance cover on any equipment owned by the hirer.

All breakages or damage to the School Property will be charged and must be paid by the group responsible.

7. Risk Assessment

The hirer must supply a written risk assessment for their activity (guidelines and a proforma are available).

8. Activities for Children

For these activities, a hirer shall ensure that two responsible adults are present, and in charge throughout the whole period of hire. It is recommended that one adult is a qualified First Aider.

9. School Equipment

No use may be made of apparatus such as stage fittings, pianos, etc., without specific permission.

10. Fabric and Fittings

The fabric and fittings (including electrical installations) and contents of the premises shall not be interfered with in any way. No treatment shall be given to prepare a floor for dancing, and the wearing of stiletto heels is prohibited. The hirer shall, at the end of the hire period, leave the accommodation in a reasonably tidy condition, all equipment being returned to the correct place of storage.

11. Health & Safety

The hirer must ensure that all hazards and potential dangers are reported to the SFS site team on the day of the letting.

12. Storage

The School has very limited storage facilities for lettings groups. In general storage facilities cannot be provided. When hirers are permitted to leave equipment on the premises, they do so entirely at their own risk.

13. Hirer's Property

Furniture and apparatus may be brought on to the premises at the hirer's own risk.

Hirer's shall not bring on to the premises, any article of an inflammable or explosive nature, nor any article producing an offensive smell, nor any other substances, apparatus , or article of a dangerous nature.

14. Payment

Hire charges for regular events will be invoiced monthly in arrears and payment terms are 28 days from the date of the invoice. Invoices are emailed out to the address specified on the hire form.

Occasional hires will be invoiced prior to the hire. Receipts will be issued on request.

The Governors reserve the right, on proper notification, to invoice the hirer for any charges arising from excessive cleaning time incurred as a result of the hirer failing to leave the accommodation in a reasonable condition, or for repair of the premises or equipment damage by the hirer, or resulting from the hirer failing to vacate the premises by the time stipulated in the hire form.

The hirer shall pay at the time of booking a £300 refundable deposit to be held by the Governors against costs unavoidably incurred as a result of insufficient notice of cancellation of booking, and damage caused by the hirer, or additional cleaning required as a result of the premises not being left in a reasonably tidy condition.

The proportion of the deposit to be retained will be decided by the Governors, and their decision will be final.

15. Statutory Requirements

All statutory requirements, including those relating to health and safety and public entertainments, must be strictly fulfilled by the hirer. Film, musical (including disco) and stage events must be considered to be public entertainments unless entrance is restricted to those who are bona fide members of the organisation hiring the accommodation.

For all public entertains, it is the hirer's responsibility to inform the local Council's Licensing Officer and obtain the appropriate licence. This applies if tickets are to be sold at the door or advertised to the public, but also if tickets are offered to friends and neighbours or even if admission is free and open to all.

16. Attendance and Behaviour

The hirer shall ensure that the number of persons using the premises does not exceed that for which the application was made and approved.

The hirer shall be responsible for ensuring the preservation of good order for the full duration of the letting and until the premises is vacated. The hirer shall be liable for damage caused by unruly or inappropriate behaviour.

It is the hirer's responsibility to ensure that all those attending are made aware of their responsibilities and the School and/or hirer's insurance arrangements.

In no circumstances shall alcoholic drinks be available at any function without prior written consent of the Governors. Permission will be granted only in exceptional circumstances.

Applications must be made in writing at the time that the hirer applies for the use of the premises. If permission is granted for alcoholic drinks to be sold it will be the responsibility of the hirer to ensure that an appropriate licence is obtained from the local Magistrates Court.

17. Gambling

The premises may not be used for games of chance, other than bingo, unless specific permission has been granted by the Governors and appropriate licenses and permissions are obtained.

18. Fire Precautions

Hirers shall familiarise themselves with the fire precautions in force on the premises, and with the means of escape in the event of a fire. Fire and other exits must be kept clear at all times. The hirer is responsible for ensuring that their party are all out and accounted for and report to the premises officer in charge.

19. First Aid

First Aid is the responsibility of the hirer and the hirer is responsible for supplying a small First Aid kit at all times.

In case of an emergency alert the site team who will contact the emergency services or dial SFS 24/7 helpdesk telephone number on 0800 023 4765 for any other requirements.

20. Smoking

Smoking is not allowed anywhere in the buildings nor surrounding grounds.

21. Premises Assistant

The Premises SFS site team are required by the Governors to ensure that the conditions of the Hire are fully complied with. All reasonable instructions given by the premises site team must therefore be followed.

22. Right of Access

The Governing Body and its agents reserve the right of access to the premise during the letting.

23. Traded Services

Discretion may be used by the Head Teacher for non-profit organisations involved with Woodlands' pupils on a quid pro quo basis.

24. Heating

The heating is provided throughout the year and is controlled by the buildings management system.

25. Access and lock up

The site team will unlock at an agreed time before the event. This may differ from letting to lettings depending on the nature of the activity. They will start to lock up 15 minutes after the end of the agreed letting time.

