



BOTTISHAM VILLAGE COLLEGE

LETTINGS POLICY

THIS POLICY WAS APPROVED:	SUMMER 2023
THIS POLICY WILL BE REVIEWED:	SUMMER 2024
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	HEAD OF OPERATIONS

A review of charges will take place each July for September implementation.

1.0 GENERAL

- 1.1 All applications for the letting of school premises shall be made through the Head of Operations
- 1.2 The Site Team will be responsible for locking/unlocking the premises in respect of all lettings.

2.0 TERMS & CONDITIONS

The terms and conditions on which the premises are let shall be as follows: -

2.1 BOOKINGS & FEES

- (a) All Applications for the hiring of college premises must be made through the Head of Operations using the appropriate *Booking Form*.
- (b) Bookings can normally only be accepted for up to 6-months in advance.
- (c) A Booking will only be accepted, subject to availability, upon completion of a Booking Form and signed indemnity. All bookings will be confirmed, in writing, by the Assistant Head of Operations (*Please do not make any arrangements until you have received written confirmation.*)
- (d) The fees charged will be those in force on the day(s) of the hiring; the scale of charges is normally revised with effect from **31 August** each year.
- (e) All charges are inclusive of caretaking, cleaning, lighting, heating and water (where applicable).
- (f) All charges will be invoiced and are payable within **30 days** of Invoice Date.
- (g) The hirer shall not assign the benefit or burden of the hiring or sub-let the premises or any part thereof.

2.1a SAFEGUARDING

- a) Any organisation/club or group whose attendees are children below the age of 18 are subject to the College's safeguarding procedures.
- b) They must provide a copy of current DBS for the staff involved in the activity and a current child protection policy that is acceptable to the College.
- c) No booking will be approved without the above documents.

Bottisham Village College is committed to safeguarding and promoting the welfare of children and young people and expects organisations or clubs hiring the college to share this commitment

2.2 DEPOSIT

- (a) A **non-refundable** deposit of **20%** of the hire charge is required at the time of booking. (Cheques to be made payable to "**Bottisham Village College**").

2.3 CANCELLATIONS

- (a) Notice of cancellation must be given, **in writing**, to the Head of Operations at least 14 days before the hiring date. If notice is not received in time, then the hirer will be liable for any costs incurred. Deposits are non-refundable.
- (b) The Governing Body reserves the right, by notice to the hirer, to terminate the hiring at any time for reasons outside of their control and to return to the hirer any monies paid by way of deposit. The Governing Body shall not be under any liability to the hirer for any loss or damage they may sustain arising out of such termination.

2.4 PUBLIC LIABILITY INSURANCE

- (a) **All** Hirers must have adequate Public Liability Insurance cover as a condition of the Letting. Please enclose a copy of your own cover with this application.
- (b) If Public Liability Insurance is not held by your organisation/group, you must ensure that adequate cover is obtained. Written confirmation from the insurance company or broker concerned will be required by the Head of Operations **prior to the Letting**.

2.5 HIRERS' RESPONSIBILITIES

The Hirer shall:

- (a) vacate the premises by the time stated on the Booking Form.
- (b) obtain a temporary events licence through East Cambs District Council, if alcohol is to be sold. A copy of the licence must be provided to the Head of Operations prior to the event.
- (c) Agree and confirm the responsible Designated Premises Supervisor
- (d) be responsible for obtaining the licence of the owner of the copyright of any dramatic or musical work intended to be performed or sung and must indemnify the College against any infringement of copyright.
- (e) ensure that any equipment brought onto the premises and used is safe and meets the standards of any statutory requirements regarding its serviceability, control and use.
- (f) fireproof all scenery and props etc to be used in any performances, in accordance with instructions issued by the County Fire Officer. Dry ice/Smoke machines are not permitted
- (g) observe the College's '**NO SMOKING POLICY**'. All those who use the premises are kindly asked to refrain from smoking on the premises at all times.
- (h) observe the College's Health & Safety Policy.
- (i) comply with **all** applicable notices and signs.

- (j) immediately evacuate the premises by the nearest Fire Exit on the sounding of the **Fire Alarm**. (*The Fire Alarm is a continuous ringing of the college bell*).
- (k) inform the *Duty Site Team member* immediately of any **accidents/incidents** and report in writing any defects or issues.
- (l) leave the premises and equipment as found.
- (m) If any additional expense is incurred, arising from the letting, or any extra cleaning becomes necessary as a consequence of the use of the premises, the person/organisation hiring the college will be responsible for any such expense and charged accordingly.
- (n) Persons hiring premises or grounds will be held responsible for any damage to buildings, furniture, equipment or other property and a claim for the reinstatement, replacement or repair of such will be made whether as a result of the negligence of the Hirer or his/her invitees, employees or agents during the period of hire. The Hirer shall be deemed to have undertaken to pay the cost of such reparation by signing this hire agreement. **Please note** that no nail or fastening of any kind shall be driven or put into any wall, partition, pillar or other fittings or furniture.
- (o) In respect of Item 2.5(m), the Hirer will be expected to ensure this risk and hold legal liability insurance to cover claims directly arising from their group or organisation's activities.
- (p) The Hirer is responsible for the supervision of all persons attending the premises for the purpose of the hiring whilst they are on the premises or on any part of Bottisham Village College site, and for preserving good order.
- (q) The college **cannot** accept responsibility for any loss, damage, accident or injury arising during the Hirer's use of the premises, or to any member of the Hirer's party and the hirer shall indemnify the Governing Body against all claims, demands, actions or proceedings.
- (r) Car parks are situated at the front of the College and in front of the Sports Centre. If your function involves many cars you are advised to contact the Police so that they may put '*No Parking*' cones on the road adjacent to the College. **All vehicles are parked at the owner's risk**. The College takes no responsibility for theft or damage to vehicles while parked on the premises.

3.0 FORM OF AGREEMENT & INDEMNITY

- 3.1 A Booking Form must be completed for each letting, giving full details of use of premises/equipment.
- 3.2 The following indemnity will be included on the Booking Form and must be signed by the Hirer before the booking can be accepted: -

"I certify that I am not less than 18 years of age. I have read and agree to be bound by the Terms & Conditions of Hire, for the time being in force, and I accept responsibility for the observance of the conditions and agree to pay on demand the letting charge hereby incurred.

I hereby indemnify the Governing Body of Bottisham Village College against all claims in respect of injury, loss or damage (including damage to the premises and equipment) arising from this letting.

(In requiring this undertaking, the Governing Body does not seek to absolve itself or any employees from liability as owners/occupiers of the premises.)”

3.3 The Governors reserve the right to refuse any booking which is deemed unsuitable.

4.0 CATEGORY OF USER

SCALE 1: Lettings to **Private Organisations** or **Individuals**.

SCALE 2: **Statutory Use, Community Users & Charities**

- a) **Statutory Use:** e.g. Parliamentary Elections; Meetings of candidates for Parliamentary Elections; County Council, District Council & Parish Council Elections; Parish meetings and Parish Council meetings.
- b) Surgeries held by **MP's** or **Councillors**.
- c) Use by **District Councils** for Civic Receptions on one occasion per year.
- d) Fund Raising activities by recognised **Charities**.
- e) Use by **Community Users** (i.e. individuals and organisations who are regular users of the school).

5.0 SCALE OF CHARGES

5.1 The Scale of Charges will be revised annually at the beginning of each financial year in April.

5.2 All lettings of the school premises shall cover the costs of heating, lighting, water, caretaking and cleaning costs.

HIRING OF COLLEGE PREMISES 30 Sept 23 – 31 August 24

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B) SCALE OF CHARGES – TERM TIME ONLY

	NORMAL HOURS		OUTSIDE NORMAL HOURS	
	Monday-Thursday (until 10.00pm) Friday (until 9.00pm)		WEEKDAYS & WEEKENDS	
ROOM	SCALE 1 £	SCALE 2 £	SCALE 1 £	SCALE 2 £
Evans Auditorium	50.00/hr	35.00/hr	60.00/hr	50.00/hr
Henry Morris Lecture Room	36.50/hr	25.00/hr	45.00/hr	40.00/hr
Dining Hall	24.00/hr	13.50/hr	39.50/hr	23.00/hr
Urwin Conference	26.50/hr	20.00/hr	35.00/hr	30.00/hr
Drama Studio	36.50/hr	25.00/hr	45.00/hr	40.00/hr
Classroom	16.50/hr	10.50/hr	24.00/hr	13.50/hr
Hall2	26.50/hr	20.00/hr	35.00/hr	30.00/hr
Dance Studio	30.00/hr	25.00/hr	35.00/hr	30.00/hr

*Weekends will be subject to a minimum charge of three hours.

C) ADDITIONAL CHARGES

Setting up/Clearing up time:	This must be allowed for when completing the Booking Form otherwise charges for any additional time will be added to the final invoice.
Insurance:	Charged at 12.5% of Lettings charge or £1.30 (whichever is the greater) + 6% Insurance Premium Tax

D) EQUIPMENT HIRE (Subject to VAT and availability)

Piano: £7.00

Flip Chart: £5.00

Stage Lights/lighting desk:
£25.00 per hour

Mobile staging: £45.00

PA System: £20.00

Projector: £40.00

Please note that the use of ladders and tower scaffold is strictly forbidden unless a current recognised certificate is produced at time of booking.

E) USE OF PREMISES DURING SCHOOL HOLIDAY PERIODS

By negotiation and subject to availability