

LETTINGS POLICY

Date approved by Trustees of Ventrus Multi Academy Trust	15th May 2024
Review Period	Every two years

VENTRUS MULTI ACADEMY TRUST POLICY

Introduction

The Trust recognises that the schools constitute a valuable asset for the communities both within and outside of school hours. It acknowledges that the use of the premises is ultimately a matter for the Headteachers but it positively encourages the utilisation of the schools' buildings and land in a manner which is consistent with the aims and purposes of the schools.

Allowing the schools to be used outside of school hours is not without costs and this policy is designed to ensure that the schools are covered financially when doing so.

The Trust aims to ensure the use of all academy facilities to the fullest potential. It is intended that the premises [and sports facilities] are available firstly, for the benefit of the pupils of the Trust and secondly, for local people consequently providing the Trust with financial income.

This policy aims to ensure that lettings are not in conflict with the fundamental purpose of its Objects set out in its Articles of Association and care will be taken to ensure that any lettings are compatible with Ventrus MAT's values.

This policy should be read in conjunction with the Emergency Action Plan and the Health & Safety Policy.

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1. LETTINGS

All lettings income is received by the school and accounted for within the school budget. If there is additional income to the original budget assumptions, after any additional costs of the hiring of the premises, the surplus will be available for use by the Headteacher in consultation with the Trust.

2. PROCEDURES

- Potential hirers will be given a hire of premises letter (Appendix 1), Terms & Conditions of hire (Appendix 2) and Application for hire of premises (Appendix 3).
- All lettings are VAT exempt except sports facilities. Associated charges (e.g. refreshments, hire of stage lighting etc) are also VAT exempt providing these are minor in relation to the right to occupy the property.
- The letting of sports facilities maybe VAT exempt where the booking is for 10 or more sessions with the expectation that the entire series is paid for in full even if all sessions are not used. The interval between sessions must be no more than 14 days.
- If there is any doubt regarding VAT treatment, please check with the Ventrus Finance team.
- All bookings should be invoiced in advance. Whenever practical, payment will be made 21 days in advance and via bank transfer (BACS). Bookings will not be confirmed until payment has been received.
- On receipt of payment hirers will be given a receipt and contract of hire letter (Appendix 3).
- The school's office will account for all monies in connection with school lettings. The office will co-ordinate all correspondence and maintain all records required for lettings.
- A Trust register of lettings and associated invoices will be completed by each school and will be updated by Ventrus finance team once payments are received via bank transfer.
- Checks will be made each half term to ensure that all invoices have been paid in full. Where invoices have not been paid in full administrators should contact the hirer to request immediate payment, with copy invoices being sent.
- If the invoice remains unpaid the school administrator should make weekly telephone calls to chase the payment for a month. If the debt remains unpaid after this period the Headteacher should be informed so that a decision can be made on further bookings by the hirer. The finance team should also be informed to allow further debt collection steps to be taken.
- A diary of all lettings, including polling days, shall be kept by the Headteacher and Caretaker.

3. HIRE PERIODS AND CHARGES

15:30-18:00 hrs	The Headteacher may enter into an agreement to let the school premises by arrangement, to any group or organisation whose activities are considered suitable. Priority shall be given to groups whose activities will benefit the children of the School.
18:00-21:45 hrs	The Headteacher will have the authority to enter into agreements to let school premises between 6.00pm and 21.45pm Monday to Friday and between 9.00am and 21.45pm on Saturdays, Sundays, and Bank Holidays. Any agreement to let must take into account the nature of the activity proposed.

The School will set an hourly rate for lettings, this will depend on the day, time and the facilities that are being used. Separate charges will be made for additional facilities such as the kitchen.

- The Headteacher retains an absolute discretion as to whether or not any other school equipment (such as stage lighting or the piano) shall be included in the let, and if so on what terms.
- The Headteacher or administrator shall advise the proposed hirer of the cost of the let and that additional costs will be payable if the premises are damaged or not restored to the condition in which they were originally let. Such damage or additional cost will be notified to the hirer and payable within 7 days of such notification.

4. INSURANCE

- Businesses wishing to let the premises will be required to supply a copy of the Public Liability insurance held.
- As long as the rental/hiring/letting activity is a permitted activity within Ventrus, then (subject to the Risk Protection Arrangement Membership Rules) the activity will be covered by the Risk Protection Arrangement (RPA) to the extent of repair/replacement costs of damage to property owned by or the responsibility of the academy and an indemnity in relation to legal liabilities incurred by the Academy for death or injury to third parties (including pupils), loss or damage to third party property and death or injury to employees.
- The RPA includes an extension for Hirers' Liability (page 50 of separate document - RPA Membership Rules – updated Sept 17) which will provide an indemnity to any person or organisation that the Academy has hired to where that person or organisation does not have public liability insurance. This would be up to the School to manage accordingly, for example, it would not be the intention of the RPA to provide cover for liabilities of large groups or organisations who are hiring the premises who would typically purchase public liability insurance and you should request from such groups evidence of their third party public liability insurance.

5. LICENCES

The hirer shall be responsible for obtaining any public licences necessary in connection with the booking and should confirm the licences they hold. A copy of which must be given to the school's administrator and kept in the office.

6. UNSUITABLE LETS

- Lettings will not be made to persons under the age of 18, or to any organisation or group with an unlawful or extremist background.
- The Trust will retain an absolute discretion to determine what is an unsuitable let. In all instances, the decision as to suitability will rest with the Trust.
- The Headteacher is authorised to make day-to-day decisions on behalf of the Trust and may seek advice from the Board of Trustees about any aspects of implementing this policy.

7. CASES OF DISORDER

If a member of the hire party is deemed to be under the influence of drugs or exhibiting drunken behaviour or is verbally or physically aggressive, they will be asked to leave the premises by the Caretaker. If they refuse, the police will be involved.

8. SITE MANAGEMENT

- The Caretaker should be informed of all lettings, whether or not he/she will be on duty for the letting.
- If the Caretaker is not on duty, the person responsible for supervising the letting must know the procedures to be followed in the event of an emergency, i.e., the whereabouts of first aid supplies, emergency telephone, fire extinguishers and emergency exits. He/she must also know the procedure for reporting any damage to property or premises and ensure that a report is submitted. A site induction will be carried out by a member of the school staff with the letting organisation/individual to cover the procedures followed in the event of an emergency.
- Where the Headteacher or Deputy Headteacher attends Governor or PTA meetings or small social events, they may, if they wish to, dispense with the Caretaker's presence, thereby avoiding such costs.

9. SECURITY AND KEYS

- The Trust, Police, Fire and Security Services should hold the names, addresses and telephone numbers of the key holders. It is important that the correct procedures are followed or any claim on insurance could be jeopardised.

- Anyone (Governors, Headteacher or staff) going on premises outside school hours should notify the Caretaker. The school has a lone working Risk Assessment in place (RAA13B) which should be followed.

10. USE OF PREMISES FOR PARLIAMENTARY, LOCAL AND EUROPEAN ELECTIONS

- The Returning Office may use any part or all of a voluntary controlled school for the purpose of the election. The candidates in such elections are entitled to use a suitable room in the premises 'free of charge', at reasonable times, for public meetings.
- 'Free of charge' means that the school cannot make a 'hiring' charge for this use of the premises. However, any expenses incurred in preparing, heating, lighting, cleaning the rooms or caretaking costs, are met either by the Returning Officer or the candidate, as appropriate.

11. EMERGENCY PROCEDURES

The Caretaker will draw up an emergency plan to be issued to each letting and ensure that the organiser is aware of the fire exits and muster points before the event takes place. The organiser must also indicate on the hire form that they have read the Health & Safety and Emergency Action Plan procedures. The school has a Fire and Emergency Evacuation plan (location maps around the school site) along with a Continuity Plan.

12. SITE CAPACITIES

- The Trust has a legal responsibility to comply with the maximum figure allowed under health and safety requirements for their premises.
- The hirer must provide the school administrator with an estimate of the number of people expected.

13. REVIEW

The Trust will review this policy every two years or sooner if the need arises.

Dear (name of hirer)

Thank you for your enquiry about hiring premises at the school. Please find enclosed:

- An **application form** that you should complete and return to the above address
- The **Emergency Action Plan and Health & Safety Policy**
- The **Terms and Conditions of Hire**

Please read these carefully as they set out the users and hirers responsibilities.

HIRE COSTS (main hall/Community Room/School kitchen or playground):

Monday – Friday	15:30-18:00 hrs	£14.02 per hour
Monday – Friday	18:00-21:45 hrs	£14.02 per hour
Saturdays	09:00-21:45 hrs	£18.23 per hour
Sundays/Bank Hols	09:00-21:45 hrs	£18.23 per hour

BUSINESS HIRE COSTS (A DAY BEING 9AM – 4PM):

HALL	9.00AM -16:00 hrs	£100 PER DAY
COMMUNITY ROOM (& use of toilets and kitchen)	9.00am – 16.00pm	£150 PER DAY
SCHOOL KITCHEN	09:00AM – 16:00 PM	£100 PER DAY



Willowbrook School
Summer Lane Beacon Heath
Exeter Devon EX4 8NN
T: 01392 466208
E: willowbrook@ventrus.org.uk
W: willowbrookdevon.sch.uk

All lettings outside school hours will be subject to a caretaking cost of:

Mon - Fri 6am to 10 pm	£ 14.02
Sat – Sun 6 am to 10 pm	£ 18.23
Mon - Sun 10pm to 6 am	£ 23.02

10% extra will be added for wear and tear and administration.

The kitchen can be hired with the main hall for a single fee of £8 per hour for the duration of the hire period.

If you wish to use any of the school equipment as part of the let, then please advise us as to the proposed use and the identity and qualification of the person who will take responsibility for the equipment. We will consider whether the equipment

can be included in the let and will advise you of the extra cost, if any, this would incur.

If you hold your own insurance, please provide a copy of the Public Liability insurance document.

A "let" cannot go ahead until we have received the completed application form and issued you with a Letter of Offer.

Please note that you are responsible for restoring the building to the standard in which you found it.

Please contact me on the above telephone number if you have any queries.

Yours sincerely

School Administrator

ventrus
Multi-Academy Trust

Woodwater Academy, Woodwater Lane, Exeter EX2 5AW T: 01392 466208 E: info@ventrus.co.uk W: www.ventrus.co.uk
Ventrus Multi-Academy Trust is an exempt charity and a company limited by guarantee registered in England and Wales with company number 7821367. Registered office: Woodwater Academy, Woodwater Lane, Exeter EX2 5AW

APPENDIX 2 - TERMS & CONDITIONS OF LETTING OF THE SCHOOL PREMISES

These terms and conditions must be complied with.

The 'hirer' shall be the named individual on the letting agreement and this person will be personally responsible for payment of all fees or other sums due in respect of the letting.

STATUS OF THE HIRER

Lettings will not be made to persons under the age of 18, or to any organisation or group with an unlawful or extremist background.

The letting agreement is personal to the hirer only, and nothing in it is intended to have the effect of giving exclusive possession of any part of the school to them or of creating any tenancy between the school and the hirer.

DISCLOSURE AND BARRING SERVICE CHECKS

It may be necessary for the hirer to undergo a disclosure and barring services check via the Disclosure and Barring Service (DBS). If a particular letting involves contact with children and young people, it is the responsibility of the hirer, as advised by the Headteacher, to ensure that they have complied with the DBS Code of Practice. Where a school hires or rents out school facilities/premises to organisations or individuals they should ensure that appropriate arrangements are in place to keep children or vulnerable adults safe. Assurance should be sought that the provider of the activity has appropriate safeguarding and child protection policies and procedures in place.

When there is a requirement for DBS checks to be undertaken, the hirer must keep appropriate records in line with the DBS Code of Practice and report to the school any safeguarding concerns which may arise.

The hirer will be required to provide evidence that DBS checks have been carried out on request.

INDEMNITY AND INSURANCE

The hirer must accept the Insurance provided by the school. The hirer, if a Business, must supply the school with a copy of the Public Liability insurance held.

Neither the school nor the Local Authority shall be responsible for any injury to persons or damage to property arising out of the letting of the premises.

STATUTORY REQUIREMENTS

The hirer must not do or permit any act, matter or thing which would, or might, constitute an illegal or immoral activity affecting the school premises or which would, or might, vitiate in whole or in part any insurance affected in respect of the premises from time to time.

LICENCES AND PERMISSIONS

The hirer shall be responsible for obtaining any public licenses necessary in connection with the booking and the school is entitled to require proof of a licence and copyright consent 48 hours before the hiring.

Permissions or licences must be obtained from the copyright owner, the owner of the sound recordings (if appropriate) and the publisher for any public performance of music, musicals, operas, or stage plays. The borrowing of music scores or plays from a local library does not constitute permission to perform.

Regulated entertainment, public music, singing and dancing can only take place on premises which have a Premise's Licence authorising entertainment, or by applying for a Temporary Event Notice.

Hirers are reminded that it is illegal to photocopy music or plays without the express permission in writing of the copyright holder except in certain circumstances. Any infringement of this is liable to prosecution.

The hirer shall indemnify the Trust against all sums of money which the Trust may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.

6. PUBLIC SAFETY

All conditions attached to the granting of the licence, stage play or other licences and the school's health and safety policy shall be strictly observed. Nothing shall be done which will endanger the users of the building, or invalidate the policies of insurance relating to it and its contents. In particular:

- a) Obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be available for free public access and exit at all times
- b) Fire-fighting apparatus shall be kept in its proper place and only used for its intended purpose
- c) The fire brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Headteacher
- d) The hirer is responsible for familiarising his/herself with the procedure for evacuation of the premises, the escape routes, assembly points, and shall be familiar with the fire-fighting equipment available
- e) Performances involving danger to the public shall not be permitted
- f) Highly flammable substances shall not be brought into, or used, in any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton, hay, etc) shall be undertaken or erected without the consent of the Trust
- g) No unauthorised heating appliances shall be used on the premises
- h) All electrical equipment brought into the building shall be subject to regular PAT testing and certification provided in evidence. The intention to use any electrical equipment must be notified on the hire application form. The Trust disclaim all responsibility for all claims and costs arising out of or in any way relating to such equipment
- i) Adequate supervision must be provided to maintain order and good conduct, and, where applicable, the hirer must adhere to the correct adult/pupil ratios at all times when these are specified for particular activities, e.g. by national governing bodies of sports, scouts etc.

THE HIRER'S RESPONSIBILITIES

The hirer must inform the school of any fault, damage or other problems with the premises or equipment encountered during the letting on the day of hire to the caretaker or to the person from the school supervising the letting. This must be followed by a written report on how the damage was caused.

No part of the premises is to be used otherwise than for the purpose of the premises requested.

No part of the premises requested is to be used for any unlawful purpose or in any unlawful way.

6.1 OWN RISK

It is the hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk.

6.2 FIRST AID FACILITIES

It is the responsibility of the hirer to make their own first aid arrangements, such as the provision of a first aid kit, and the provision of first aid training for supervising personnel, particularly in the case of sports lettings. There is no legal requirement for the school to provide first aid facilities and use of the school's resources is not available.

6.3 FURNITURE AND FITTINGS

Furniture and fittings shall not be removed or interfered with in any way. Nor shall they be rearranged except by prior agreement and will be subject to reinstatement at the end of each session of use. No fittings or decorating of any kind necessitating drilling, or the fixing of nails or screws into fixtures which are part of the school fabric, is permitted. In the event of any damage to premises or property arising from the letting, the hirer shall pay the cost of any repair required.

Hall floors are used by children for physical education and no substance is to be applied to floors to prepare them for dancing or any other activity. No footwear liable to damage floors may be worn in school buildings. If activities involve outdoor use, participants should ensure footwear is cleaned before re-entering the building.

6.4 LIABILITY

The Trust shall not be liable for any loss or damage caused to the hirer or to any other person as a result of:

- Any failure or defect or want of repair in any of the fixtures, fittings, furniture, equipment or appliances belonging to the school or Trust; or
- Any failure or interruption in the supply of water, gas or electricity to the accommodation; or any defect or want or repair in the premises or in the means of access to the premises; or
- Any theft or malicious or accidental damage to or loss of any property of any person taken or left at the premises.

6.5 FOOD AND DRINK

No food and drink may be prepared or consumed on the property without the direct permission of the Headteacher in line with current food hygiene regulations.

6.6 INTOXICATING LIQUOR

No intoxicating liquors are permitted to be bought, sold or consumed on any part of the premises without the permission in writing of the Headteacher/Trust, whose written consent must also be obtained prior to seeking any Temporary Event notice for the sale of alcoholic liquor from the local Licensing Authority. All evidence of intoxicating liquor must be removed from the premises at the end of the letting.

6.7 SMOKING

The whole of the school premises, which includes the grounds, is a non-smoking area, and smoking is not permitted.

6.8 BETTING, GAMING AND LOTTERIES

Nothing shall be done on, or in relation to, the premises in contravention of the law relating to betting, gaming and lotteries, and the persons or organisations responsible for functions held in the premises shall ensure that the requirements of the relevant legislation are strictly observed.

6.9 NUISANCE/DISTURBANCE

Hirers and organisers of events in the school premises are responsible for ensuring that the noise level of their function does not interfere with the other activities within the building nor to cause inconvenience for the occupiers of nearby houses or property.

6.10 DISPOSAL OF WASTE

The hirer must comply with the school's arrangements for disposal of any rubbish or waste materials.

6.11 ANIMALS

Except in the case of trained guide dogs for the blind and hearing dogs for the deaf, animals shall not be permitted on the school premises.

6.12 RULES

The hirer shall comply with any rules and regulations which the Trust shall make from time to time.

6.13 CHARGES AND CANCELLATIONS

	Charges	Cancellations
Occasional Bookings	Fees to be paid in advance via bank transfer.	The hirer to give at least 10 calendar days' notice of a cancellation
Block Bookings (of a term or longer)	Payment to be made via bank transfer on receipt of invoice at the beginning of each term, in advance of bookings.	At least two months' notice of cancellation to be given by the hirer

The hirer acknowledges that the charges are as set out in the letting agreement, including any review arrangements specified. The letting may be cancelled, provided that in each circumstance the appropriate notice either way (as noted above) is given. It is the hirer's responsibility to notify people appropriately of any changes in dates or venues at least a week in advance.

The Trust will not accept any responsibility for any loss, or other expenses however incurred by the hirer, in the event of a cancellation by the Trust of the letting as a result of circumstances beyond its control (including, without prejudice to the generality of the same, industrial action by its employees, or others, oil shortage, failure of electricity/gas supply).

The decision of the Trust as to whether a letting should be cancelled shall be binding on the hirer. Where payment for the hiring of the school facilities is not reached by the prescribed deadlines, and/or without prior agreement by the Caretaker, the Trust reserves the right to terminate the letting with notice of one week. The Trust will not accept any responsibility for any loss, or other expenses, however incurred by the hirer, in the event of the cancellation of the letting as a result of the circumstances described above.

It is the hirer's responsibility to notify its club members appropriately of the withdrawal of the school facilities in the event of the letting being cancelled for the reason outlined above.

6.14 SUB-LETTING

The hirer shall not sub-let the premises, underlet or share possession with any other parties.

6.15 ADVERTISEMENTS

No advertisements, emblems or slogans shall be displayed outside the school premises without the prior written permission of the Trust. The hirer shall remove from inside the premises any advertisement, emblem or slogan if, in the opinion of the Trust, it is unlawful, unseemly, likely to lead to a disturbance or expose the premises to undue risk of fire.

6.16 GUIDELINES FOR CHILDREN'S AFTER-SCHOOL ACTIVITIES HIRINGS

- There should be a minimum of two responsible adults present at a ratio of one adult to 10 children.
- The children should not be left unsupervised at any time.
- The children must all be collected at the end of the session. If any parents or carers are late in collecting their children it is the responsibility of the leader of the session to contact them. If this is not possible, they must contact a member of the school staff.
- No child should be left in school unaccompanied.
- Any arrangement for collection must be made.
- Only the areas requested in the application form are used during the let.

6.17 FAILURE TO ABIDE BY CONDITIONS

If, during the period of hiring, any authorised member of staff who may be present is of the opinion that any of these conditions have not been complied with or that disorder, damage to property or an illegal act has taken place or is threatened, that person may summarily terminate the hiring by oral notice to the hirer, or (in his/her absence) to any other person or persons apparently in control of the proceedings, whereupon the premises shall be vacated forthwith. The police will be immediately notified if there has been a serious breach.

6.15 STORAGE ANCILLARY TO THE LETTING

The permission of the Trust/Headteacher must be obtained before goods or equipment are left or stored on the premises, except that the Headteacher is authorised to grant permission for the overnight storage of goods and equipment brought to the school for a particular event.

6.16 LOSS OF PROPERTY

The Trust cannot accept responsibility for damage to, or the loss or theft of, hirer's property and effects. It is the responsibility of the hirer to make his/her own insurance arrangements if required.

6.17 CAR PARKING

Parking requirements to be discussed with Caretaker prior to agreeing the booking. Cars shall not be parked so as to cause an obstruction at the entrance to, or exits from, the school. In particular, the Hirer must ensure that access to the school by emergency vehicles is not obstructed or delayed. Where parking accommodation is available, this must be used, and users of the school should avoid undue noise on arrival and departure.

6.18 TOILET FACILITIES

Access to the designated school's toilet facilities is included as part of the letting arrangements.

6.19 RIGHT OF ACCESS

The Trust reserves the right of access to the premises during the letting for emergency or monitoring purposes.

6.20 VACATION OF PREMISES

The hirer shall ensure that the premises are vacated promptly at the end of the letting session. The hirer is responsible for supervising any children taking part in an activity until they are collected by a responsible adult.

6.21 ADDITIONAL CONDITIONS

The Trust reserves the right to impose additional conditions to those described above as and when they consider it appropriate to do so.

(on behalf of the Headteacher)

It is agreed that the hirer will comply with the conditions of letting as set out and with any additional conditions which may be laid down on behalf of the *(insert school name)*

I have read and understood the Emergency Action Plan and Health & Safety Policy and accept full responsibility for the health and safety of those using the premises during the hire period.

Please report to the Caretaker 30 minutes prior to the time of hire in order to familiarise yourself with the school grounds.

I agree to the terms and conditions (appendix 4)

Signature of hirer:

Position held in Organisation:

Date:

APPENDIX 4 - LETTING OF EDUCATIONAL PREMISES AND GROUNDS - TERMS AND CONDITIONS OF HIRE OF OUT-OF-SCHOOL SETTINGS

NB References in this form to Devon County Council shall, in relation to school premises, be construed as references to Ventrus. The Law which applies is the Law of England.

APPLICATION AND FEES

1. The signatory of the application shall be the hirer. Where a promoting organisation is named in the application, that organisation shall also be considered the hirer and shall be jointly and severally liable hereunder with the signatory.
2. The fee payable for the hiring shall be calculated in accordance with the scale of charges published by Ventrus. Ventrus reserve the right to alter or revise these charges at any time.
3. The fee for an occasional hiring shall be paid to the person authorising the hiring within five days of such hiring being approved and upon receipt of such fee the hiring shall stand confirmed subject to the provision of condition
4. In the case of a long-term letting Ventrus may at their discretion permit the periodic payment of hire charges in arrears.

CANCELLATION

5. Ventrus must reserve the right, having good reason, at any time without notice to cancel a hiring or withdraw permission for the hirer to occupy any part of the hired premises on any particular date. In such event Ventrus shall not incur any liability whatsoever to the hirer other than for return of any fee or the appropriate part of any fee paid in respect of the hiring.
6. If the hirer shall cancel the hiring of the premises then Ventrus will be entitled to retain or demand as the case may be the whole of the fee paid in respect of such cancelled hiring; PROVIDED THAT if notice of such cancellation is received at least seven days prior to the date of the hiring the fee will be refunded or remitted to the hirer subject only to any necessary deduction or payment in respect of expense already incurred by Ventrus in respect of that hiring.
7. Bookings are taken subject to the premises not being subsequently required for Parliamentary or Local Government elections or other statutory purpose. In the event of the premises being so required, Ventrus will refund to the Applicant all charges made by them and already paid by the Applicant. Neither Ventrus nor the Council shall be liable to pay any compensation for any loss incurred by the Applicant.

INSURANCE

8. The hirer's use of the hired premises is conditional on the hirer holding appropriate liability insurance. A copy of such insurance shall be provided to the school at the time of booking. The requirement for a company is to have at least £5m of insurance cover for Public Liability.

FURNITURE AND EQUIPMENT

9. The hirer's use of the hired premises shall be deemed to include the use of chairs and tables only.
10. The arrangement of furniture and/or the use of additional furniture or equipment will require the specific approval of Ventrus. Such use may be subject to the scale of charges published by Ventrus.
11. Where additional equipment is required by the hirer this will be subject to an additional charge according to the Ventrus published scale.

KITCHEN FACILITIES

12. Kitchen facilities and facilities for the preparation of refreshment are not included in the hiring unless prior consent for the use of such facilities has been given by Ventrus, who will have consulted the catering manager to arrange for such use at all times to be supervised adequately. Separate conditions of hire exist for catering facilities; where catering facilities form part of the contract these conditions, which can be obtained from the school, are deemed to have been accepted.

HEALTH, SAFETY AND CONDITION OF PREMISES

13. The hirer/hirers shall during the hiring, be responsible for:
- (a) taking all measures necessary to ensure that the permitted number of persons using the hired premises is not exceeded.
 - (b) the efficient supervision of the hired premises and for the orderly use thereof including the observance of the Ventrus policy on no smoking on school premises.
 - (c) ensuring that all doors giving egress from the hired premises are kept unfastened and unobstructed and that no obstruction is placed or allowed to remain in any corridor giving access to the hired premises.
 - (d) ensuring that all proper safety measures are taken for the protection of the users of the premises and equipment including adequate adult supervision where young people are concerned.
 - (e) familiarising themselves and the users of the premises with the fire-alarm positions, the locations of the fire-fighting equipment and the establishment's exit routes, contained in the Schools Fire Zone Plan.
 - (f) ascertaining the location of the nearest emergency telephone.
 - (g) the provision of a suitable first-aid kit and PPE to deal with any incidences or accidents.
 - (h) compliance with the Food Safety Act and related legislation where catering facilities are involved.
14. The hirer shall at the end of the hiring be responsible for:
- (a) ensuring that the hired premises are vacated promptly and quietly.
 - (b) ensuring that the hired premises are left in a safe and secure condition and in a clean and tidy state.
 - (c) report any defects or damaged incurred during the letting to the Headteacher.

Failure to comply with these conditions may lead to additional charges.

RESTRICTIONS

15. No nails, tacks, screws, nor other like objects shall be driven into any part of the hired premises nor shall any placards, decorations or other articles be fixed thereto. No alterations or additions to any electrical installations, either permanent or temporary, on the hired premises may be made without the written consent of Ventrus. Electrical apparatus must be switched off after use and plugs removed from sockets.
16. The hirer shall not permit or suffer any damage to be done to the hired premises or any furniture or equipment therein and shall make good to the satisfaction of Ventrus and pay for any damage thereto (including accidental damage) caused by any act or neglect by himself, his agents, or any person on the hired premises by reason of the use thereof by the hirer.
17. It is understood and agreed that Ventrus do not, either expressly or by implication, warrant the premises to be fit or suitable for any sporting or recreational purpose for which the hirer intends to use them but rely entirely on the skill, knowledge and expertise of the hirer in choosing so to use them and require the hirer to discontinue

that use immediately upon it becoming reasonably foreseeable that by reason of their condition a participant in or spectator to that sport or recreation or any other person is in danger of suffering injury, loss or damage.

18. No overnight or residential provision to children
19. Except insofar as the Unfair Contract Terms Act, 1977 (or any statutory modification or re-enactment of it) otherwise requires, neither Ventrus or someone acting on their behalf will be responsible or liable in any way whatsoever or to any person whatsoever (and whether or not there shall be any negligence by its servants or agents) in respect of:
 - (a) any damage or loss of any property brought on to or left upon the hired premises either by the hirer or by any other person.
 - (b) any loss or injury which may be incurred by or done by or happen to the hirer or any person resorting to the hired premises by reason of the use thereof by the hirer.
 - (c) any loss to breakdown or machinery, failure of electrical supply, fire, flood or government restriction which may cause the hiring to be interrupted or cancelled; and the hirer shall be responsible for and shall indemnify the school its servants and agents against all claims, demands, actions and costs arising from the hirer's use of the hired premises or from any loss, damage or injury suffered by any person arising in any manner whatsoever out of the use of the hired premises by the hirer.

LICENCES

21. The hired premises shall not be used for the sale or supply of intoxicating liquor, or the holding of any public entertainment, theatrical performance, film exhibition, lottery, or other similar function without the consent of Ventrus and such consent shall be subject to the hirer first obtaining the necessary licence or permission required under current legislation, and producing this for the scrutiny of Ventrus, if required. **If you are intending to play pre-recorded music you will be required to provide a copy of the Phonographic Performance Licence before this letting can be approved.**

SAFEGUARDING

22. Where any **Ventrus school** premises are hired by/for groups including young people or vulnerable adults, the group must have a safeguarding statement and policy, clear and robust safeguarding procedures, and DBS checks in place. The hirer will be asked to supply a copy of their safeguarding statement and policy at the time of booking.

APPENDIX 5 – POLICY HISTORY

Version / Date	Summary of Change	Review Date	Lead Author
V.3 – 27.03.19	Two additional paragraphs (3&4) added under introduction	July 2019	
	Reviewed and updated	May 2024	BA



Willowbrook School Application for Hire of School Premises

Details of Hirer

Name of Organisation or Hirer _____

Name of Responsible Officer _____

Address of Hirer _____

_____ Post Code: _____

Position in Organisation _____

Contact Phone Number(s) _____

I wish to hire the premises as detailed below.

I have received a copy of the conditions of hire and I agree to abide by them.

I acknowledge that my attention has been drawn to the requirement of having suitable insurance cover.

Signature of Hirer: _____ Date: _____

Letting Agreed on behalf of the Governors by:

Name: _____ Designation: _____ Date: _____

Hire Details

Room(s) Required	Date(s) Required	Time Required From - To	Number of Sessions Required	£Net Charge per Session	£Net for all Sessions	£VAT for all Sessions	£Gross for all Sessions

							£Total

Office Use

Date Payment(s)
Received :-
Amount(s) Received :-
Receipt(s) / Invoice Numbers :-

Your School Lettings Induction Checklist	Done ✓ or NA	Further notes or actions
PREMISES		
• Capacity limits(not to exceed maximum capacity)		
• Parking arrangements		
• Seating arrangements (if applicable)		
• Access and location of toilets/changing rooms		
• Access to drinking water		
• Power supply		
• Leave school & grounds clean & tidy after event		
SECURITY ARRANGEMENTS		
• Ensure all fire exits necessary will be freely accessible during event		
• Ensure security of school site during event		
• Ensure that premises will be returned to 'normal'		
• Secure premises after event		
• Pre-arrange time for departure with keyholder or contact on departure		
EMERGENCIES & SITE SAFETY		
• Aware of procedures for reporting of Hazards/H & S issues/Accidents or Damages		
• Emergency procedures & who to contact from the school?		
• Fire alarm – What to do in the event of?		
• Awareness of call & assembly points locations		
• A plan & tour has been provided showing above locations		
• Copy of relevant sections of school Health and Safety policy and risk assessments		
• Ensure that First Aiders provision is sufficient & First Aid Boxes supplied		
• Responsible person identified?		
• Safety Risk Assessment provided		
• Cleaning schedule of facilities		
INSURANCES & SAFEGUARDING		
• Appropriate Insurances & copies provided prior to letting		
• Safe Guarding Policy & DBS Checks in place		

Signed by Hirer: Date:

Print Name: Position:

Signed by Inductor: Date:

Print Name: Position:

By signing the above I agree with the Letting of Educational Premises & Grounds T's & C's Sept 22 v.2

