



LETTINGS POLICY

This Policy was released in:	February 2010
It was ratified by the Board of Directors on :	22 March 2010
This policy will be reviewed on:	Spring Term 2013
This policy will be reviewed by:	Finance, Premises and Personnel Committee

LETTINGS POLICY

Introduction

The Academy is a central part of the larger community and as such we welcome the letting of the Academy premises by the local community. To avoid any unfortunate 'double bookings' we employ a year planner in which we enter the bookings. Lettings income includes coming from hiring out classrooms, sports hall, gym and pitches.

The Academy retains income from lettings of the Academy premises and closely adheres to directions issued by the LEA as to the use of the premises, i.e.

- Under the 'Local Government and Housing Act 1989' all lettings income must be paid into a separate official account.
 - Lettings income must not be paid into any voluntary or private fund held by the Academy.
 - Any costs incurred by the Academy due to a letting will only be met from lettings income.
1. Use of the premises for Academy functions take priority over lettings.
 2. It is the Governing Body's responsibility to agree to the terms of any proposal to let any part of the site or buildings.
 3. The Governing Body employs these principles when setting charges for the lettings:
 - a) Lettings to bona fide, non profit making community/voluntary groups will be charged at cost or less, to cover caretaking, energy wear and tear and administration. If charged at less than cost then a subsidiary will be provided by income already received from other lettings – there must be some overall net income.
 - b) The Governing Body has determined that all other lettings will be charged at the cost plus a profit margin determined by the Finance Director and appropriate to the letting.
 4. The Academy premises will not be let if there is any reason to believe that any individual or organisation involved in the letting may bring the Academy's name into disrepute. If any member of staff believes a letting should not be permitted he/she must report their concerns to the Governing Body.
 5. All individual and/or organisations hiring any part of the school premises must conform to any relevant Health & Safety regulations. A statement pertaining to relevant Health & Safety issues should accompany any application for a letting.
 6. All hirers must have sufficient Third Party Liability Insurance to satisfy LEA requirements. A copy of insurance documents relating to the various lettings are to be held on a central file at the Academy.
 7. All hirers involved in the supervision of children must ensure that all of their staff and volunteers hold the appropriate Criminal Records Bureau check.
 8. All hirers must have signed and agreed to the Academy Code of Conduct which forms part of the Lettings Policy.
 9. The Academy does not currently have a Premises/Public Entertainment Licence. This will be applied for in due course.

Code of Conduct

1. The Academy reserves the right to ask all hirers for a surety deposit of £100.
2. To cancel any bookings you are required to give 5 working days notice. If you fail to give the required notice you will incur a 50% charge of the total costs of the hire.
3. All parking for lets should be in one of the main car parks at the front of the building. Under no circumstances should any cars be parked on the paving around the school or the school field or any of the sports areas.
4. Drinks should not be taken into the sports hall under any circumstances, nor should they be taken around the building.
5. Chewing gum is not permitted on the school premises including the school grounds.
6. Smoking is not permitted on the school premises including the school grounds.
7. When hiring the outside facilities, correct footwear must be worn at all times. Blades or football boots must not be worn on the All Weather Pitch.
8. Any damage either to the building or any equipment should be reported to the caretaker on site before the let commences. If this is not the case the Academy reserves the right to charge the let for any damage subsequently discovered.
9. The let is for an agreed room or area of the Academy. The rest of the Academy is out of bounds and not part of the let, therefore hirers should ensure that no person wanders into any area that they are not paying for and therefore responsible for.
10. The Academy reserves the right to issue two formal warnings to the let in writing for any behaviour or conduct which is not appropriate. If there should be any further misconduct the let will be terminated immediately.
11. Invoices will be raised at the end of each calendar month. Payment of the invoices is strictly 30 days net. Failure to pay the agreed charge will result in one written warning.
12. All areas used for the letting must be left by the user in a clean and tidy condition. The Academy reserves the right to deduct the costs from the deposit or raise an invoice for additional charges.

This Code of Conduct should be signed by the hirer, dated and returned to Mrs Debbie Wright, Lettings Administrator at the Gateway Academy. Marshfoot Road, Chadwell St Mary, Essex RM16 4LU.

Signed

Name of Club

Date





FACILITIES FOR HIRE

THIS IS A NO SMOKING VENUE INSIDE AND OUT



Marshfoot Road
Chadwell St Mary
Grays
Essex RM16 4LU

T 01375 489000

F 01375 489001

Elettings@thegatewayacademy.org.uk

Date as postmarked

Dear Client(s)

Excellent Facilities Available for Hire at the Gateway Academy

Thank you for your interest in the facilities available at The Gateway Academy.

We opened in June 2008, the new building and facilities act as a focal point for a wide range of activities. We have several facilities in the Academy that are suitable for use by both the local community and businesses alike.

Enclosed is an information pack that we have put together giving you further information about the facilities that we have on site. I hope you find this pack useful.

Please do not hesitate to contact lettings if you have any questions or would like to make a booking.

We look forward to hearing from you shortly.

Yours sincerely

Debbie Wright
Lettings Administrator

Facilities

Heating (See Note 1)	Stage Lighting/Spotlights	No. of chairs required
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Name of competent person (see Condition 21)

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Note 1: The heating period is 1 October – 30 April. Hirers are asked to state whether or not they wish heat to be provided at their function.

Note 2: Where approval is given to the use of school kitchens, other than for the provision of hot water and the service of light refreshments, hiring charges shall be increased accordingly.

Details of Function / Nature

Is the function to be -	• PUBLIC	• PRIVATE
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- Legal advice should be sought where doubt exists. (See also Condition 26 and the Appendix on Conditions of Hire).

Will there be admissions charge	Singing / Music	Dancing (by performers or public)	A Cinematograph exhibition	Wrestling / Boxing	A Theatrical Performance	Sale of consumption of alcohol, please state which
YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO

Give details of any proposed action or performance involving scenery, decorations, real flame, smoke or smoking, pyrotechnics or fireworks, pulsing light (stroboscopes), lasers, firearms or any potentially hazardous action on apparatus, animals, vehicles or aircraft.

If hiring will involve sporting or gymnastic activities, please give the name and qualifications of the person in charge.

Proceeds

(a) State purpose to which proceeds will be applied

(b) Will a personal profit be made?

Youth Organisations

In the case of Scouts, Girl Guides, and approved voluntary youth organisations, please state:

Total number of roll Number under 16 years

Fee Agreed: _____

DECLARATION

Ion behalf of
hereby apply for the use of the accommodation and facilities stated, and, if my application is approved, I will ensure payment is made within 30 days of receipt of invoice and comply with the conditions which I have read. I confirm that I have been given a copy of the School's own Child Protection Policy and Guidelines and will make myself and all other users within my jurisdiction aware of the procedures to be followed in the event of a fire or other emergency evacuation.

I have attained the age of 18 years.

Signature of Applicant

Address

.....

Telephone: Daytime Evening

Date

N.B. Attention is drawn to Conditions 9 to 12. If the application is granted INSURANCE AGAINST RESPONSIBILITIES IS OBLIGATORY. In addition Condition 26 requires the hirer to ensure compliance with the "Conditions of Licence" relating to the use of the premises for any function requiring a licence under one or more of the statutes mentioned.

DATA PROTECTION ACT
Any personal data entered on this form may be held on computer files

CONDITIONS OF HIRE OF SCHOOL PREMISES AND PLAYING FIELDS

BOOKINGS AND CHARGES

1. The person by whom the form of application for the hiring is signed shall be deemed to be the Hirer and such person shall be personally responsible for the payment of the scale and other charges payable in respect of the hiring and for the observance and performance in all respects of the conditions and stipulations herein contained and on the part of the Hirer to be observed and performed.
2. All charges may be required to be paid at the time of booking and no booking will be accepted later than 14 days (5 weeks where licensing is required under the statutes referred to in Condition 25) prior to the date required. Final charges will be those applicable at the date of use of the premises.
3. The Hirer may be required to pay a deposit in addition to the scale charges, which may be applied in whole or in part to make good any damage, in accordance with Condition 10.
4. The right is reserved to cancel any hiring without notice where the Governing/Managing Body of the school considers it necessary to do so:-
 - (a) in consequence or any outbreak or prevalence of infectious disease;
 - (b) for any other cause outside its control; or
 - (c) because the Governing/Managing Body of the school reasonably believes that an act is likely to be done in the premises which will contravene the Race Relations Act 1976 or prejudice the performance by the County Council of its obligations under Section 71 of the Act to secure that its functions are carried out with due regard to the need to eliminate unlawful racial discrimination and to promote equality of opportunity and good relations between persons of different racial groups.

In such an event, any sum paid by the Hirer will be refunded, but neither the County Council nor any Body responsible for the management of the school shall be held liable or required to pay compensation for any loss sustained as a result of or in any way out of the cancellation of the hiring.

5. Hirers will be allowed to cancel or postpone a booking on condition that, if 14 or more days notice is given, half the fees will be payable, and if less than 14 days notice, full fees will be payable unless, in either case, the hall or room is re-booked or it is otherwise decided.
6. The right is reserved to refuse to grant hiring without giving a reason.
7. Intoxicating liquor shall not be sold, supplied or consumed on school premises except by general or special approval of the Governing Body and subject to any necessary licence having been obtained by the Hirer.

8. The Hirer shall, if called upon to do so, furnish for approval a copy of the programme of any entertainment to be given by the Hirer. In such a case no entertainment shall be given except in conformity with the programme which has been approved.

Failing approval of a programme, the Hirer will be allowed to cancel the hiring on payment of the appropriate fees under Condition 5, unless it is decided to remit such fees.

9. Neither the County Council nor Governors shall be liable for any injury (including injury resulting in death) or damage to or loss of property whatsoever which shall or may occur to or be sustained by the Hirer, his/her assistants, servants or agents or others entering on the property in the exercise or purported exercise of the hiring (except such injury or damage as may occur by reason of the neglect of the County Council or Governors, servants, or agents acting within the scope of their authority). The Hirer will indemnify and keep indemnified the County Council, Governors and their servants and agents from and against all claims and liability in respect of such injury or damage and all actions, proceedings, costs, damages, and expenses in regard to thereto and also from and against all other liability claims, demands, proceedings, costs, damages and expenses in respect of injury to persons whomsoever (including injury resulting in death) and damage to or loss of property whatsoever which may arise out of or in consequence of the exercise or purported exercise of the hiring (except as aforesaid).
10. The Hirer shall make good any damage to the property of the County Council or Governors which can be attributed to his use of the premises. The Hirer shall not be responsible for any fire damage to the property occurring otherwise than from the act, neglect or default of the Hirer, his/her servants or agents.
11. In the event of such damage, the County Council or Governors may make it good and the Hirer, by the acceptance of the hiring subject to these conditions, will thereby be deemed to have undertaken to pay the cost of such reparation as certified by or on behalf of the County Council or Governors.
12. The Hirer shall not infringe any subsisting copyright or performing right, and hereby indemnifies the Governors against all sums of money which the Governors may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire.
13. Members of the County Council and the Governing Body reserve the right to themselves, and their officials, the right to enter the premises hired at all times on producing evidence of their identity. Stewards should be advised accordingly by the Hirer.
14. No nails, tacks, screws etc shall be driven into or adhesive fixed to any of the walls, floors, ceilings, furniture or fittings.

15. Subject to the provision of the next paragraph, the Hirer shall vacate the premises by 10pm unless written authority from the Governors (showing the time of extension) has been obtained and shall leave the premises, fixtures, furniture and other property therein in as good order as they were at the time of entry and in as clean a condition as the particular use will allow.
16. The seating accommodation provided is limited to the number of chairs that are on the school premises on the day of hire and is arranged so as not to affect the means of escape from the premises and to accord with any approved layout which exists for the premises. Subject to approval, further provision may be made by the Hirer at his/her own expense.
17. School furniture shall not be moved except by arrangement with the caretakers.
18. If existing stage lighting, spotlights and diming equipment are required, it is to be clearly stated on the application form. An extra charge may be made for this service and any operation of such equipment shall be carried out by a competent person named and approved in advance.
19. The wearing of footwear which might cause damage to floors is not permitted.
 - (a) The land (including any building or structure therein) is made available in its existing state and condition and neither the County Council nor Governors can warrant or represent that it is safe and suitable for the holding of the function or for the admission of the public. The Hirer shall not publish or say anything tending to lead any person to believe otherwise. The Hirer shall have exclusive occupation of and responsibility for the said land during the period that it is used for the function.
 - (b) The Hirer shall secure the removal from the said land, as soon as is practicable after the function of all litter or other rubbish left on the land in the course of or produced by the event, which the Governors require to be removed.
 - (c) The Hirer shall insure against his/her liability at law for accidents resulting in injury to persons, (including injury resulting in death) or damage to or the loss of property arising from the use of the premises including the liability assumed under the Conditions 9 and 10 foregoing. The amount of the Insurer's liability must be not less than £5,000,000 in respect of any one accident or occurrence and evidence of the insurance must be produced to the Governors at least two weeks before the date of the event.
20. The Hirer shall ensure that no act is done on the premises, during his/her use of the premises, which contravenes the Race Relations Act 1976 or prejudices the performance by the Governors of its obligations under Section 71 of that Act to secure that its functions are carried out with due regard to the relations between persons or different racial groups.

STATUTORY REQUIREMENTS

The premises hired shall not be used for any “licensable activity” under the Licensing Act 2003 unless the Hirer has obtained any necessary licence from the relevant licensing authority for such use.

“Licensable activity” includes:-

- a. the sale of retail alcohol;
- b. the supply of alcohol by or on behalf of a club to, or to the order of a member of the club;
- c. the provision of regulated entertainment, i.e.
 - i. the performance of a play;
 - ii. the exhibition of a film;
 - iii. an indoor sporting event;
 - iv. a boxing or wrestling entertainment;
 - v. a performance of live music;
 - vi. any playing of recorded music;
 - vii. a performance of dance;
 - viii. anything of a similar description to vi, vii, or viii above;

where that entertainment takes place in front of an audience with the purpose or including the purpose of entertaining that audience.

- d. the provision of entertainment facilities i.e.
 - i. making music;
 - ii. dancing;
 - iii. entertainment of a similar kind to i or ii above.

21. The Hirer shall not use the premises or permit them to be used for gaming or wagering other than lawful gaming carried on in accordance with the provisions of the Gaming Act 1968, or any subsequent Act which in whole or in part replaces it.

(see paragraph A in “Notes” below).

22. If a Door Supervisor or Door Supervisors are used by the Hirer on the premises then the Hirer must ensure that any necessary licence or licences have been obtained and are in force during the terms of the licence. (See paragraph B in Notes below).

23. The Hirer is required, where appropriate to his/her hiring, and where the premises hired are licensed as described above, to acquaint him/herself with the conditions and regulations subject to which the premises hired are so licensed.

If the Hirer commits a breach during the hiring of any of the conditions attaching to any such licence, or of any, including these, regulations, then, without prejudice to the right of the County Council, acting by itself or through any other appropriate body on its behalf, to enforce any liabilities already incurred by the Hirer under these conditions, the Governors reserve the rights

themselves or acting as aforesaid to determine the hiring, if still continuing, forthwith, to forfeit all sums paid by the Hirer and to refuse to grant any further application from him/her for the hire of school premises.

24. No person shall give any exhibition, demonstration or performance of hypnotism on any living person at or in connection with an entertainment to which the public are admitted, whether on payment or otherwise, in the said premises.
25. The Hirer is required to comply with the terms of s.12 Children and Young Persons Act 1933 (as amended) and in particular
 - a. where there is provided in any building an entertainment for children, or an entertainment at which the majority of the persons attending are children, then, if the number of children attending the entertainment exceeds one hundred, it shall be the duty of the hirer to station and keep stationed, wherever necessary a sufficient number of adult attendants, properly instructed as to their duties to prevent more children or other persons being admitted to the building or to any part thereof, than the building or part can properly accommodate, and to control the movement of the children and other persons admitted while entering and leaving the building or any part thereof, and to take all other reasonable precautions for the safety of the children.
 - b. If any persons on whom any obligation is imposed by s.12 fails to fulfil that obligation, he/she shall be liable, on summary conviction, to a fine not exceeding level 3 on the standard scale, and also, if the building in which the entertainment is given is licensed under the Licensing Act 2003, the licence shall be liable to be revoked by the Licensing Authority.
 - c. A constable may enter the building in which he/she has reason to believe that such entertainment as aforesaid is being or is about to be, provided, with a view to seeing whether the provisions of this section are carried into effect, and an officer authorised for the purpose by an authority by whom licences are granted.

NOTES

- A. Under the Gaming Act 1968 the conditions subject to which premises may be used for gaming carried on at an entertainment promoted for raising money to be applied for purposes other than private gain are as follows:
 1.
 - a. the game must not involve playing or staking against a bank, whether the bank is held by one of the players or not
 - b. the nature of the game must not be such that the chances in the game are not equally favourable to all the players
 - c. the nature of the game must not be such that the chances in it lie between the player and some other person, or (if there are two or more players) lie wholly or partly between the players and some other person, and those chances are not as favourable to the player or players as they are to that other person.
 2. The game must not be by means of a machine to which Part III of the Gaming Act 1968 applies and must not constitute the provision of amusements with prizes in the

circumstances specified in Section 15(1) or Section 16(1) of the Lotteries and Amusements Act 1976.

3.
 - a. in respect of all games played at the entertainment not more than one payment (whether by way of entrance fee or stake or otherwise) shall be made by each player, and no such payment shall exceed £4.00.
 - b. subject to paragraphs 6 and 7 below, the total value of all prizes and awards distributed in respect of those games shall not exceed four hundred pounds.
4. The whole of the proceeds of such payments as are mentioned in paragraph 3 above, after deducting sums lawfully appropriated on account of such expenses or for the provision of prizes or awards in respect of the games, shall be applied for purposes other than private gain.
5. The sum appropriated out of those proceeds in respect of expenses shall not exceed the reasonable cost of facilities provided for the purpose of games.
6. Where two or more entertainments are promoted on the same premises by the same person on the same day, paragraphs 3 to 5 above shall have effect in relation to those entertainments collectively as if they were a single entertainment.
7. Where a series of entertainments is held otherwise than as mentioned in paragraph 6 above:
 - a. Paragraphs 3 to 5 above shall have effect separately in relation to each entertainment in the series, whether some or all of the persons taking part in any one of those entertainments are thereby qualified to take part in any other of them or not, and
 - b. If each of the persons taking part in the games played at the final entertainment of the series is qualified to do so by reason of having taken part in the games played at another entertainment of the series held on the previous day, paragraph 3(b) above shall have effect in relation to that final entertainment as if for the words 'four hundred pounds' there were substituted the words 'seven hundred pounds'.
 - c. Door supervisor licences are not necessary where:
 - i. A security guard is performing duties on premises managed or operated by their employer and are not supplied to perform guarding duties for third parties or customers of that employer.
 - ii. A steward employed directly in-house and carrying out guarding duties (except if working on licensed premises, in which case a Door Supervisor licence will be necessary).
 - iii. Working in an official capacity at a public venue or event, but only checking tickets, giving directions, providing information and assisting the general public.
 - iv. Occasionally required to maintain order and discipline amongst individuals, such as a teacher, but not specifically operating as a security guard.
 - v. Performing security activities that are incidental to a main activity and job, such as a shop assistant who is also responsible for locking up and banking cash at the end of the business day.

- vi. A porter, handyman, or other support staff within the security guarding sector but not engaged to provide security.

d. Licensing:

1. Licences for “licensable activities” under the Licensing Act 2003 are obtained from the local borough or district council.
2. Gaming Licences are obtained from the Gambling Commission at Berkshire House, 168-173 High Holborn, London, WC1V 7AA, Tel: 020 7306 6200, Fax: 020 7306 6266.



**CHECKLIST / ESSENTIAL INFORMATION
FOR HIRING OF FACILITIES**

Number of People Expected at the Event:					
Number of People with a Disability:					
Any Specific Requirements:					
Furniture Required for this Event?	Yes		No		
Any other furniture arrangements?					
Details of any equipment you need to bring for the event?					
Catering facilities required?	Yes		No		
If yes, I will put you in contact with our Catering Manager, Mrs Sue Eaton.					
Kettle required?	Yes		No		
Number of cars expected on site?					
If hiring the theatre, do you need any technical assistance?					



CHARGES FOR USE OF OUR FACILITIES
ALL PRICES QUOTED ARE PER HOUR

FACILITY	COST
Sports Hall	£35.00
Gym	£25.00
All Weather Pitch (With Lights)	£70.00
Grass Football Pitch	£35.00 (90 minute game)
Outside Netball Courts (No Lights)	£20.00
Rugby Pitch	£35.00 (90 minute session)
Dance Studio	£30.00
Drama Studio	£25.00
Classroom	£20.00
Conference Rooms (2)	£50.00 (per room)
Multipurpose Hall	£70.00