

Lettings

2016/2017

Conditions of Lettings

- The premises are provided essentially for education purposes and must not be let in such a manner that might prejudice their use for this purpose. A site visit is recommended to ensure our facilities meet the requirements of your letting.
- The Governors of the establishment (local body) shall determine in advance of the letting the time which premises are to be closed.
- No entertainment or function to which the public are admitted shall be allowed unless the premises are licensed for the purpose under the byelaws of the Local Authority in whose area the premises are situated and all the necessary regulations against fire are complied with.
- The promoters of entertainments and similar functions to which the public are admitted shall be responsible for completing to the satisfaction of the local body all formalities in connection with the use of the premises for the purpose. Where the Chief Fire Officer or Licensing Authority require additional facilities for the purpose of letting (such as “EXIT” sign and emergency lighting) which are not already installed, it shall be the responsibility of the Hirer to provide such facilities of an approved type and method of installation. Payment for admission shall be deemed to include admission by ticket or programme or by any other method by which the making of a payment entitles the person admission.
- Permission shall not be granted for the use of an educational establishment for the promotion of plays or music unless the promoters have given proof to the Headteacher either that all royalties or fees for performing rights have been paid or that the publishers have been notified as the case may be.
- On the advice of the County Playing Fields Officer, the Headteacher may refuse or cancel any hiring of a playing field without notice if weather conditions or the state of the grounds make it likely that unreasonable damage may result from use. Suitable footwear must be worn.
- A gymnasium/sports hall may only be let after reference to the County Council Education Officer
- Applications will not be considered for the use of education premises for:
 - Committee rooms for candidates at elections
 - Livestock shows
 - Public meetings unless no alternative accommodation is available
- Sub-letting is not permitted, but shared lettings of the sports hall are permissible, provided that all sharing organisations are included in the application. All the organisations included in an application should be jointly and severally liable for the default of any organisation including that application.

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- Third party use of equipment is restricted, under the School's letting agreement, to the use of ICT, audio visual, heating and air conditioning equipment. For use outside of normal School hours, there will be no first aid provision so hirers would need to make their own arrangements. Arrangements for fire and emergency evacuation and procedures are covered within the hirer's part of the lettings process. Each letting is given individual consideration to agree appropriate operating procedures, responsibilities, emergency contact and any relevant licences required. Risk assessments will be conducted by the School Business Manager/ Premises Manager in conjunction with the lettings organiser.
- Health and Safety, it is essential that all external site users understand the evacuation procedure for the site and who to contact in the event of an incident resulting in injury, damage or loss to an individual or the site. The fire alarm is a continuous bell and all exits have emergency lights and signs showing escape routes. The assembly point is the lower field area by the tennis courts and it is advised that your roll call is taken there. All electrical equipment used at the School must be PAT tested and deemed safe for use. The School can carry out this test on your behalf for a fee of £5.00 per test.

APPLICATIONS

All applications for the use of educational premises must be made at least 14 days before the desired date using the application form at the back of this booklet, this can also be found on the School website. Confirmation of the booking will be received.

ALL LETTINGS CHARGES ARE PAYABLE IN ADVANCE (unless otherwise agreed)

In the event of a cancellation by the hirer the hiring fee will be returnable on application through the Headteacher/Business Manager except where the caretaker has already made preparations, or where the notice of cancellation is received less than 24 hours before commencement of the letting, when the fee will still be payable.

Formal Written Agreements will be required for the letting of the School playgrounds and playing fields for Play Leadership Schemes.


Lettings Safety

Emergency Information and Evacuation Procedure

Please take the time to familiarise yourself with the Wolgarston site, its fire escape routes and fire extinguisher positions relating to the area you are working in. **The assembly point in the event of an evacuation is the grassed area in front of the tennis courts**, if you are unsure where this is please ask prior to your letting taking place so the people attending your function can be informed.

It is essential the information on this sheet is shared with the people attending YOUR letting.

On discovering a fire please -

Operate the nearest fire call point  by breaking the glass.

If possible, contact the emergency services by dialling 999 and inform them of the fire.

Evacuate the building in a calm and orderly manner and make your way to the assembly point.

On hearing the fire alarm (continuous bell) -

Please leave all belongings where they are and evacuate the building through the nearest

fire exit. The green signs like this one  will direct you to your nearest safe point of exit.

Please close all fire doors in the room you are in and en-route if it is safe to do so as this will act as a barrier against the smoke and flames.

Once outside, please make your way to the fire assembly point, where registers can be taken and head counts confirmed.

Do not attempt to tackle any fire unless it is affecting your escape and no other safe route is evident.

Do not attempt to re-enter the building until you have been told it is safe to do so by either a member of the Senior Management Team/Site staff/Premises Manager or a member of the Fire Service.

Any missing persons **must** be reported to the emergency services by the person responsible for the head count.

**IF YOU ARE UNSURE ABOUT ANYTHING RELATING TO SITE SAFETY PLEASE
ASK**

For assistance during the letting ...

**Please contact
our Caretaker on 07707122946/07517805701
who will be able to assist you with all of the following**

Information Shared	Details
Vehicle access and parking	<ul style="list-style-type: none">• We operate an "in gate" and "out gate" system this must be adhered to at all times.• If working out of hours is required then we will provide you with a gate key if requested and agreed. Or we will arrange for the site to be opened and closed for you.• Our site operates a 5mph speed limit please adhere to it.• Contractor vehicles can be parked in locations to aid the work being carried out if this is agreed prior to work beginning.• The gate key (221) opens the "in gate" "out gate" and yellow barriers across the site. We do have CCTV in operation in certain external areas.• All vehicles are parked at the owner's risk.• If you require access to either the service road or playground areas during term time then you MUST operate using a BANKSMAN.
Buildings Access and Locking up	<ul style="list-style-type: none">• During most holiday periods the site is open from 0830hrs until 1600hrs. During term time the site is open from 0800hrs until 1900hrs and 2100hrs on Wednesday. If the building appears locked please do not attempt to gain entry as this will trigger the alarm and the associated costs will be passed back to the organisation involved.• We are closed on all Bank Holidays and any event arranged around this time needs to be agreed in advance.• When inside the building please leave all areas clean, tidy and safe. You will be challenged on this point, if you persistently present risks to the site and other site users during your time here at the School. If you do not address this you will be asked to leave and payment will be expected. PLEASE LEAVE OUR SCHOOL TIDY• PLEASE DO NOT LEAVE OUR SCHOOL UNMANNED.• AS AN OUT OF HOURS ORGANISER PLEASE ONLY LEAVE THE SITE ONCE YOU ARE CERTAIN OUR SITE TEAM HAVE ARRIVED TO LOCK UP.
Use of the School toilets and washing facilities	<ul style="list-style-type: none">• The School will permit any persons on site to use its toilet and washroom facilities. Please remember though that this is a School. Please behave in an appropriate manner at all times.

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Emergency assembly point	<ul style="list-style-type: none">• This is located on the lower field area in front of the tennis courts and all site users on hearing a continuous bell should stop what they are doing and make their way to this point for a head count and to be released back into the School or evacuated off the premises.• It is essential that all visitors on site sign in on arrival as this will allow us to quickly ascertain if anyone is missing. A register or ticket sales record will also allow this.• Under no circumstances must anyone re-enter the building until told it is safe to do so by a senior member of staff at the School or the emergency services.• If you are unsure where the assembly point is please ASK and you will be shown.
First Aid	<ul style="list-style-type: none">• The responsibility for first aid will sit with the event co-ordinator and they must ensure their staff are trained to provide adequate cover in the event of an accident.• Always call 999 for assistance and advice.• First aid stations are located in various areas of the School but we would recommend that all events staff carry their own.
Accident Reporting	<ul style="list-style-type: none">• ALL accidents, damage and near misses must be reported• During term time these must be reported to Student Reception or Family and Student Services or to the Business Manager.• During Holiday time these must be reported to either Business Manager or Premises Manager.• A HSF 40 must be completed and returned to Business Manager for review.
Storage Arrangements	<ul style="list-style-type: none">• Event related goods and equipment can be stored in the School with prior consultation with the Business Manager.• All goods are stored at the event manager's risk.• All goods must be stored in line with current regulations if required i.e. COSHH• Goods stored internally must not present additional risk to the School buildings or its users.• The School accepts no responsibility for goods stored on site by external users and recommends that arrangements are made locally.
Waste Disposal and Housekeeping	<ul style="list-style-type: none">• Any waste generated as a result of an event must be disposed of by the event co-ordinator.• It is the responsibility of the co-ordinator to ensure all waste is disposed of in the correct manner in line with current regulations.• The School would like to encourage the use of organisations that look to reuse and recycle where at all possible.• Any waste stored on site must not present any risk to the School in relation to fire, damage or exposure to chemicals or harmful substances.• Please use the bins provided on site.

It is essential that our site is left clean and tidy by the organisation using it.

Any unexpected works will be explained and all costs will be passed back to the event organisers

Please leave our site clean, tidy and safe.

Our prices

FACILITIES	<u>WEDNESDAY</u> Evenings 1730 ^{hrs} – 2030 ^{hrs} Rates shown per hour (Dates and times negotiable)	<u>WEEKEND</u> Minimum booking 2 hours Plus cost of opening/ locking up – £35.00
MAIN SCHOOL		
Lecture Theatre including projector and sound system	£21.50	£23.00
School Hall*	£21.50	£23.00
Ante Hall	£15.00	£16.50
Classroom	£12.50	£14.00
ICT Classroom	£20.00	£21.50
C Block Dining Area	£20.00	£21.50
School Gym	£21.50	£23.00

HIRE OF SPORTS FACILITIES		
Training Pitch Hire (Adult)	£20.00	£20.00
Training Pitch Hire (Junior) 90 minutes	£15.00	£15.00
Football Pitch - Adult Price per match	£25.00	£25.00
Football Pitch - Junior Price per match	£20.00	£20.00
Playground - Adult	£20.00	£20.00
- Junior	£15.00	£15.00
Training Room	£15.00	£16.50
Changing Rooms	£20.00	£20.00



Please complete the following

request sheets and

return them to us

either by post, fax or email

Thank you

Lettings Request Sheet

LETTINGS REQUEST SHEET

Please complete the questionnaire below to ensure we can quote accurately for your requirements.

Contact Name	
Organisation <i>(if applicable)</i>	
Date required	
Time required	From: To:
Number attending	
Nature of event (meeting, dance, auction, disco)	
Special requirements (eg., PA, ICT)	
Will alcohol be served (application for license will be the hirer's responsibility)	
Catering requirement	
Will 'whole evening' support be required (site team/technicians)	
Other information	

**Please delete as appropriate:*

- * Public Liability Insurance is being provided by the County Council's Third Party Hirers' Insurance Policy. I can confirm that I have read the Summary of Cover and fully understand the nature of the insurance being provided including the policy conditions and exclusions which apply.
- * Public Liability Insurance is **NOT** being provided by the County Council's Third Party Hirers' Insurance Policy. Therefore, I can confirm that I have arranged Public Liability Insurance in the name of the individual/organisation hiring the School premises for a limit of indemnity of at least £5,000,000.

Lettings Agreement Sheet

Name Organisation
(if applicable)

* please delete as appropriate

*I/we accept the Conditions of Letting

*I/we undertake to obtain a Public Entertainment Licence, if one is necessary, and to comply with all its terms and conditions

*I/we have read and undertake to comply with all the terms and conditions of the Public Entertainment Licence applicable for these premises

I HAVE READ THE CONDITIONS OF LETTINGS

Please tick box

Signature of Person Requesting this letting

Please print name

Address.....

Tel. Number..... Mobile

Email Address..... Date.....

Acceptance signature from the School confirming the letting agreement:

Sign Print

Dated

Please return to:

Lettings, Wolgarston High School, Cannock Road, Penkridge, Stafford ST19 5RX

Or send your application by e-mail to: office@wolgarston.staffs.sch.uk