



**Believe, Achieve, Succeed**

## **Lettings Policy**

|   |                       |
|---|-----------------------|
| <b>Responsibility for this policy lies with</b> | Headteacher           |
| <b>Policy approved date</b>                     | December 2023         |
| <b>Policy due for review on</b>                 | As and when necessary |

# Lettings Policy

## **POLICY STATEMENT**

The Governing Body of Vicar's Green Primary School will ensure that the School premises are available, when not in use for school purposes, for non-school activities. **Priority will be given for the use of the school premises in the following manner:**

- a) School purposes including all meetings of the Governing Body;
- b) Educational activities directly sponsored by the Authority's Community Education Services;
- c) Other youth and community activities recognised by the Authority;
- d) Parents/carers attached to the school, wider community use including sport/leisure and cultural activities, voluntary organisations;
- e) Other approved and appropriate use.

Please note that the Governing Body reserves the right to decline booking should they find it appropriate to do so.

Vicar's Green Primary School currently let the Hall for hire. This directive may change subject to the discretion of the Head Teacher and Governing Body.

## **CHARGES**

**Please refer to the attached schedule of charges. In addition to the scheduled charges the following apply:**

- a) **1 extra hour's charge** will be added to the booking to cover caretaking duties in connection with the let. In these circumstances, if for example you wish to hire the premises from 7:00-9:00pm (2 hours), the charge made is calculated on 3 hours at the hourly rate.
- b) If refreshments (food / drink etc) will be available during the letting, tables and chairs for 100 people can be made available. There is a standard cleaning charge of £40.00 for each letting if the hirer has not cleaned the hired room/s.
- c) Minimum rental is 3 hours
- d) For late night bookings additional transport cost for staff may be added.

## **ACCOMODATION NUMBERS**

### **Maximum Number in Main Hall:**

- Seated - Maximum 100 people
- Non-seated - Maximum 80 people

## INSURANCE

- a) The hirer(s) should possess their own public liability policy to the value of £5,000,000. Please ensure that a copy is sent to the school along with your booking form.
- b) The hirer(s) should cover liability to themselves with a suitable insurance policy. The London Borough of Ealing can offer Public Liability Insurance cover for hirers who do not have their own at the cost of £42.00. This is only available for ½ or 1 day events.

### Contact details are:

Insurance Section  
London Borough of Ealing.  
Perceval House  
5th Floor, SE  
London W5 2HL  
General Enquiries - (020) 8825 8816/7310  
General email: [insurance@ealing.gov.uk](mailto:insurance@ealing.gov.uk)

## BOOKING

- a) Lettings are NOT **allowed to go on past the hour of 11pm**. We expect all people to have left the site 30 minutes before the end of the hire time. 30 minutes should therefore be set up for clearing up time.
- b) Payment of the security deposit of **£500** must accompany the booking application form along with a hire deposit of £150. The security deposit will be returned to the hirer after the hire has taken place (cheques should be payable to Vicar's green Primary School). Bookings must be received at the school at least **4 weeks** before the letting date.
- c) **The balance to be paid** not less than **2 weeks** before the day of the Let.
- d) **A copy of the insurance document must be given to the school at the time of paying the full balance** for long term lets business and lets involving children.
- e) **Cheques** should be made payable to **"Vicar's Green Primary School"**.

## Vicar's Green Primary School Regulations and Conditions of Hire

Hirers must acquaint themselves fully with the following "Regulations and Conditions of Hire". Failure to comply with the Conditions of Hire may lead to forfeiture of all or part of the deposit.

### 1. GENERAL REGULATIONS FOR THE HIRER

- a) The Hirer shall be responsible to ensure that:
- b) The number of people present does not exceed including *children \*\* please see accommodation numbers on page 1 of the lettings policy*".**
- c) The function ends PROMPTLY at the agreed time, this includes clearing up time. The deposit will be forfeit if this is not complied with.
- d) If the hire activity involves children and or vulnerable adults the hirer must have in place appropriate policies and procedures for Safeguarding Children and Child Protection and agrees to liaise with the school on these matters as appropriate. All CRB certificates and proof of Identification must be shown to the school prior to use of premises for business and school hire involving children.**
- e) That they are responsible for ensuring the playing fields and pitches are free from obstacles and safe for play.
- f) That any electrical items that will be brought on to the premises and used during the hire period must be brought to the attention of the school Site Manager and show proof of safety.
- g) No adhesives or sellotape can be used to fix items to walls or windows. Blu tack may be used, however hirer must ensure that all traces must be removed at the end of the event.
- h) That the hirer(s) should complete their own risk assessment prior to use of premises.
- i) Hirers must not cause annoyance to local residents in any way.**
- j) There is "NO SMOKING, or any kind of INTOXICATING SUBSTANCES is allowed in any part of the building.  
ALCOHOL may be consumed only if permitted by the Headteacher. Alcohol may only be consumed by people aged 18years and over and in moderation.
- k) All hirers must complete a **Booking Form** and the **Hirer's Agreement with the Caretaker Form**. The Hirer's agreement with caretakers form must be completed before and at the end of the booking. **Appendix 1 and 2.**
- l) Guests must behave in an orderly manner and all children must be supervised carefully at all times.

- m) **All rubbish is taken away from the premises and outside area at the end of the function. The Hirer should provide their own rubbish bags for this purpose. Rubbish should not be left on the school property or in adjacent streets.**
- n) All areas and toilets are left in a clean and tidy condition. Any tables and chairs must be left clean and re-staked in their original positions.
- o) No damage is done to fixtures, fittings or fabric. Any decorations used must not cause damage or marks to walls furniture or school displays. Dancing chalk is not permitted. Any damages must be reported to the Letting Officer (Site Manager) His/Her contact number will be left with you on the day of hire.
- p) Only equipment agreed with the Letting Officer to be used. Hirers must provide their own crockery, cutlery, etc.
- q) Fire exits and gangways are to be kept free.
- r) If the Hirer is not to be present throughout the function, the Hirer must nominate a responsible person to carry out his/her duties. It is the Hirer's responsibility to ensure the Regulations are complied with during the Hirer's absence. This nominee must be introduced to the School Site Manager.
- s) No animals other than "Guide" dogs are to be taken in to the premises.
- t) No fireworks, naked flames, portable gas appliances or other inflammable or explosive materials may be brought on the premises.

## 2. CATERING

The delivery of goods of any sort previous to the day of hire and/or prior to the time of hire of on the day, is not permitted without consent. **The Hirer must ensure that the persons supplying refreshments clear away and remove from the premises their waste, including bottles, cans and general rubbish.**

- a) **If the kitchen has been used as part of the let – Ovens and cooker tops must be cleaned**
- b) **Sinks must be cleaned out and wiped dry**
- c) **All worktops must be wiped down**
- d) **Floor must be swept clean and mopped if necessary**
- e) **All utensils used must be cleaned , dried and returned to their original place**
- f) **Only adults heating food are permitted access to the kitchen**
- g) **Smoking is not permitted on the premises**
- h) **No children in the kitchen at any time.**

Please make sure adequate time is left before the end of your let to ensure the kitchen is left clean and tidy.

### **3. RESPONSIBILITY FOR LOSS ETC.**

- a) Under no circumstances will the Vicar's Green Primary School Governing Body make good or accept any responsibility in respect of any loss, theft or damage to any goods or property of the Hirer, or of any other persons.
- b) The Vicar's Green Primary School Governing Body do not accept any responsibility for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire or any other matter whatsoever, which may cause the building to be temporarily closed the hiring interrupted or cancelled.
- c) The Hirer is responsible for the damage of any property in the school which may occur during the period of hire or while persons are entering or leaving the school pursuant to the hire, however and by whom so ever caused.
- d) By accepting these terms and conditions, the Hirer indemnifies the school, Governors and Officers against any loss, damage, expense or claim which may arise out of the hiring or which may be made by any person during the hiring in respect of any loss, damage or injury which may occur as the result of hiring.
- e) The Hirer must ensure that he/she has adequate insurance cover for the period of his/her hire.
- f) The right is reserved to review these Regulations and Conditions of Hire.

### **4. PARKING**

Parking of cars is at risk of owners. They may be permitted to use the school car park. Parking on the playground is at the discretion of the Headteacher. Parking on the grass verges and across neighbours driveways is not permitted.

### **5. APPLICATIONS**

- a) All applications for the hire of accommodation shall be made on the form provided and must state the precise nature of the purpose for which it is required.
- b) Sub-letting is prohibited.
- c) The right is reserved to refuse any applications without stating the reason for so doing, and to stop entertainment or meetings not properly conducted. The right is reserved to cancel any hire, without prior notice.
- d) Where an organisation is named as the Hirer, the organisation and the person signing the application form shall be jointly liable for the obligations for the Hirer.

## 6. CHARGES

Charges for accommodation shall be in accordance with the scale laid down and which is subject to review.

## 7. TERMS OF PAYMENT

### a) DEPOSIT

The sum of **£150** must accompany any application for hiring. This sum is in addition to the hire fee but will be returned after the Let, providing it has not been forfeited. **The booking is not confirmed until this is received.** If the application is not granted, the deposit will be returned.

#### The deposit shall:

- Be forfeited in the event of cancellation by the Hirer less than four weeks before the event.
- Be forfeited if the full charge is not received 2 weeks prior to the date on which the hall has been reserved.
- Be forfeited in the event of any damage done or additional cleaning required or in the event of any other matter which may cause loss of expense to the Governing Body.
- Be forfeited if the letting exceeds the stated hours on the signed application form.
- Be forfeited for any breach by the Hirer of the Conditions of Hire.
- Be reduced to cover the cost of additional rubbish collection if the Hirer does not remove all rubbish at the end of the letting.

The above conditions are in addition to and not a substitute for the indemnity.

### b) HIRE FEE

If the application for hire is granted the hire charge must be paid not less than 2 weeks prior to the let.

Failure to pay all outstanding monies by this date may lead to cancellation of the booking.

Cheques should be made payable to **“Vicar’s Green Primary School”**.

Signed by.

Headteacher: ..... Date: .....

Chair of Governors: ..... Date: .....

## Appendices

|                                    |            |
|------------------------------------|------------|
| Hirer's Agreement with Caretaker : | Appendix 1 |
| Booking Form                       | Appendix 2 |
| Lettings Invoice Reminder:         | Appendix 3 |
| Booking Confirmation Letter        | Appendix 4 |





**HIRER'S AGREEMENT WITH CARETAKER**  
**(Caretaker's Certificate)**

This agreement must be signed by both the Hirer (or Agent) and the Caretaker. This agreement calls for the Hirer (or Agent) and Caretaker to check the condition of the area and facilities covered by the Hirer's booking at the beginning and end of the letting.

This agreement also covers any time which is spent by the Caretaker on duty beyond that of the Hirer's booking.

**We have agreed that the condition of the area is acceptable on taking charge of the hired area.**

HIRER: Signature :.....

CARETAKER: Signature :.....

Date : .....

Time : .....

**We have agreed that the condition \*is/is not acceptable compared to that on taking charge of the hired area.**

**We are agreed that the Caretaker \*was/was not/will be required to spend extra time on duty.**

Estimated time required: .....

but should the time exceed this, the Hirer will be advised at the earliest possible opportunity.

HIRER Signature : .....

CARETAKER Signature : .....

Date : .....

Time : .....

(\* Please delete as necessary)



## Application for hire of the school facilities

Please complete form in BLOCK CAPITALS. All sections MUST be completed. The lettings contract must also be completed.

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Numbers: Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Date(s) of Letting: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Number of persons attending during your let: Adults: \_\_\_\_\_

Children: \_\_\_\_\_

Resources required: Chair: \_\_\_\_\_ Tables: \_\_\_\_\_ Other: \_\_\_\_\_

Reason for let: \_\_\_\_\_

Start time: \_\_\_\_\_

Finish time: \_\_\_\_\_

Room(s) required: \_\_\_\_\_

Cost per hour: £ \_\_\_\_\_ No of Hours: \_\_\_\_\_

Any additional costs:

\_\_\_\_\_

Total Cost: \_\_\_\_\_

If the booking is less than 4 weeks notice, full payment must be made immediately

Deposit paid: \_\_\_\_\_ Date: \_\_\_\_\_

Final payment paid: \_\_\_\_\_ Date: \_\_\_\_\_

Deposit taken by: \_\_\_\_\_

Signed by payee: \_\_\_\_\_ Date: \_\_\_\_\_

Signed by Deposit Collector: \_\_\_\_\_ Date: \_\_\_\_\_  
(This copy will be photocopied and returned to the hirer as receipt of the deposit.)



## Lettings Contract

### AGREEMENT OF INDEMNITY

This agreement for Indemnity is made on ..... between .....

.....(hereinafter called "The Hirer") of the one part and the Governors of Vicar's Green Primary School (hereinafter called "The School" )of the other part.

### WHEREAS

1. At the request of the Hirer the School has agreed to hire to the Hirer part of the school premises for an activity organised or conducted by the Hirer or the Hirer's representative(s).
2. The Hirer has agreed to indemnify the School, Local Authority and Governing Body from and against any loss , damage, costs , claims, demands, expenses or charges which the Governing Body or Council may sustain or incur in respect of any matter arising from the use of the school premises.

### NOW IT IS HEREBY AGREED BY THE HIRER

1. That he/she and his/her representative(s) will keep the School fully and effectually indemnified from and against any loss which the School may suffer by the claim of any third party entering the School premises for whatever purpose connected with the activity organised or conducted by the Hirer, and howsoever such claims arise.
2. That if and in so far as claims are made against the School, the Hirer will meet the cost of all such claims.

Signature of Hirer : .....Date:.....

Signature of School:..... Date: .....

### CONDITIONS OF HIRE:

1. Acceptance of the letting is conditional upon the agreement to accept the letting conditions and to take all responsible steps not to infringe the law.
2. The scale of fees for the lettings shall be determined by the Governors of the school, taking into account the cost of providing the let, including energy costs, the cost of equipment being used, and for the purpose for which the premises have been let. The charge for the accommodation includes the use of the furniture only within that room.

3. In the event of the hirer requiring additional furniture a separate charge will be made according to circumstance.
4. All fees are to be fully paid two weeks in advance.
5. Cheques should be made payable to Vicars Green Primary School. The Governors of the school reserve the right to cancel any booking.
6. In the event of loss or damage occurring as a result of negligence or carelessness on the part of the hirer of the letting, or the group on whose behalf the letting has been made, or any person attending the organised let, or where the school has good grounds for presuming that the damage occurred at this time and was not reported, the school reserves the right to make a charge to cover the costs of repairing the damage or making good the loss from the hirer or group.
7. The wearing of footwear likely to cause damage to floors is forbidden. Persons found wearing such footwear will not be permitted to enter the premises.
8. That the Hirer is responsible for all the damage to School buildings and/or any property thereon or attached thereto occurring during the period of hiring or while persons are entering or leaving such property, where such persons causing the damage are present with the approval of the Hirer or a person linked to the Hirer's organisation.
9. That at the expiration of the hiring, the Hirer shall leave the building in a clean and orderly state.
10. All the property of the Hirer and the Hirer's agents must be removed at the end of the hiring unless special, pre-approved arrangements are made. The School can accept no responsibility for any property left by the Hirer's or their representatives on the premises.
11. You are to ensure that all people on site due to your letting must leave the building by the time specified on your letting sheet. You will be charged for extra time that you or any member of your party is on site, after the agreed time.
12. You must at all times comply with the Health & safety rules outlined by the school. Please note that smoking is not permitted on this site.
13. Cancellation charges :

Full refund if more than 6 weeks notice provided

4-6 weeks notice = 25% of full payment is retained by / payable to the school

2-4 weeks notice = 50% of full payment is retained by / payable to the school

Less than 2 weeks notice = 100% of full payment is retained by / payable to the school

14. Full payment **MUST** be paid to the school at **LEAST one month** prior to the date of the letting.

I have read, understood and accepted the above terms & conditions of the letting facility at the Vicar's Green Primary School.

Signature of Hirer: \_\_\_\_\_

Printed name of Hirer: \_\_\_\_\_

Date: \_\_\_\_\_



Lily Gardens  
Alperton HA0 1DP  
Tel: 020 8997 6734

Date:

**REMINDER RE: LETTINGS INVOICE**

Dear

We note from our records that the balance of payment for the above letting is now due.

Please pay by \_\_\_\_\_ (date) the sum of £ \_\_\_\_\_ which is the balance now due.

Cheques should be made payable to "Vicar's Green Primary School" and returned to the school at the address as show above.

\*We would also like to remind you that a deposit of £ \_\_\_\_\_ is also due for payment now.

**Failure to pay the amount due by \_\_\_\_\_ (date) will mean that your booking to let part of the school premise will NOT be able to go ahead.**

We thank you for your co-operation.

Yours sincerely

Iman Basu Roy  
Headteacher

Elan Williams  
Finance Officer



Lily Gardens  
Alperton  
HA0 1DP  
Tel: 020 8997 6734

Date:

**CONFIRMATION OF BOOKING TO LET SCHOOL PREMISES**

Dear

This is to certify confirmation of your booking to let the school premises as detailed in the booking form dated \_\_\_\_\_ invoice to follow after the event.

Please find enclosed a receipt for payment covering the cost of this let.

We hope you will find our premises a satisfactory venue for your let and will consider using us again in the future.

Yours sincerely

Iman Basu Roy  
**Headteacher**

Elan Williams  
**Finance Officer**