

COPPICE
PRIMARY SCHOOL

Lettings Policy

Date	Review Date	Endorsed by	Approved by	Link Governor
January 2024	January 2026	Finance Committee	Governing Body	Carolynne Spencer

Aspire, Believe & Achieve











Policy last reviewed: January 2024
Policy written by: Clare Pike and Claire Higbee
Policy ratified: 17th January 2024

Introduction

Coppice Primary School acknowledge section 42 of the Education Act 1986 that the use of the school premises at all times other than during the school day is under the control of the Governing Body of this school.

We recognise the school premises are a valuable resource within the community and therefore we are very keen that they are used for the benefit of the local community. We realise that by letting the school premises we are promoting the school not only locally but also in the wider community and we are generating an income for the school.

In order to maximise the out of hours use of the School premises/resources for the financial benefit of the School, as well to provide facilities for use by the local community, the governors of Coppice Primary School aim to supplement the School budget by encouraging the letting of the School premises where appropriate, provided that any letting is not detrimental to the School or its pupils.

Definition of a School Letting

A letting is defined as 'any use of the school building and grounds by parties other than the school'. Use of the premises for activities such as staff meetings, Governing Body meetings or where pupils are supervised by school staff, are considered school related and do not require a letting agreement.

Aims:

- To ensure the school premises are used for the benefit of the local community.
- To further integrate the school into the local community in order to pursue the extended schools' agenda.
- To promote the school in the wider community.
- To raise money in order to develop school projects and activities.
- To work with other schools to share good practice in order to improve this policy.

In line with the Prevent Agenda, we will not let to any group that promotes or supports racism, sexism, ageism, homophobia or any other type of discriminatory behaviour or whose presence would otherwise be incompatible with the school's ethos and policies.

Also, before letting the school premises or parts of the school we will have regard to the likelihood of any damage being caused to the premises or any nuisance that may arise as a result of accepting the booking.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

Responsibility for the Policy and Procedure

The Governing Body has:

- Delegated responsibility of letting the school premises to the Executive Head Teacher and Executive School Business Leader;
- Delegated powers and responsibilities to the Executive Head Teacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- Responsibility for ensuring that the school complies with all equalities legislation;
- Nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- Responsibility for ensuring funding is in place to support this policy;
- Responsibility for ensuring this policy and all policies are maintained and updated regularly;
- Responsibility for ensuring all policies are made available to parents;

- Nominated a link governor to visit the school regularly, to liaise with the Executive Head Teacher and to report back to the Governing Body;
- Responsibility for the effective implementation, monitoring and evaluation of this policy

The Executive Head Teacher in conjunction with the Executive School Business Leader will:

- Consider all applications for lettings before approval;
- Set the hire charge for each category of letting;
- Seek the approval of the site manager on applications for lettings;
- Ensure all school personnel, pupils and parents are aware of and comply with this policy;
- Work closely with the link governor;
- Provide leadership and vision in respect of equality;
- Provide guidance, support and training to all staff;
- Monitor the effectiveness of this policy;
- Annually report to the Governing Body on the success and development of this policy.

The Link Governor will:

- Work closely with the Executive Head Teacher;
- Ensure this policy and other linked policies are up to date;
- Ensure that everyone connected with the school is aware of this policy;
- Report to the Governing Body every term;
- Annually report to the Governing Body on the success and development of this policy

Guidelines

- All lettings will be at the discretion of the governing body and The Executive Head Teacher or Head of School, who may refuse lettings if they consider it in the interests of the School to do so;
- The governing body or The Executive Head Teacher or Head of School will have the right to terminate any letting;
- Lettings may be refused if intoxicating liquor is available or if excessive noise or local nuisance is likely. Prior written permission will be needed by The Executive Head Teacher or nominated Deputy;
- Lettings after midnight will not generally be permitted;
- All hirers must be aged over eighteen;
- Priority of use will go to the School activities and other lettings will be judged on a needs basis within the community. In particular:

    - Organisations that seek to serve young people
    - Organisations that serve the local community
    - Organisations that seek to promote educational or sporting activities

- The hiring of the premises will be subject to the "Standard Conditions of Hire" document being agreed by the hirer at the time of application;
- All hirers must secure the necessary insurance cover for the letting and sign the declaration and insurance indemnity;
- All buildings and associated premises are non-smoking areas;
- The School is not responsible for any loss of or damage to vehicles parked on its premises, or their contents;
- The School facilities will not be let unless in a suitable condition to be used.

Management and Administration of Lettings

The Executive Head Teacher or Head of School is responsible for the management of lettings. Where appropriate, the Executive Head Teacher may delegate all or part of this responsibility to the Business Manager, whilst retaining overall responsibility for the lettings process. If the Executive Head Teacher or Head of School has any concern about whether a particular request for a letting is appropriate or not, he will consult with the Chair of Governors who is empowered to determine the issue on behalf of the Governing Body.

Organisations seeking to hire the premises should complete an application form accompanying the Standard Conditions of Letting. The Governing Body has the right to refuse an application. No letting should be regarded as "booked" until the application has been approved. A decision on all applications will be made within 14 days. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed.

The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the Governing Body's current scale of charges. The invoice must be paid in advance.

The hirer should be a named individual and the agreement should be in their name, giving their permanent private address.

All lettings fees that are received by the school will be paid into the School delegated budget.

Income and expenditure associated with lettings will be regularly monitored to ensure that at least a "break even" situation is being achieved.

Process

Any person or organisation wishing to use the school premises must:

- Complete an Booking Form **(Appendix A)**;
- Complete a request for hire Form **(Appendix B)**;
- Agree and abide by the Standard Conditions of Hire of Education Premises **(Appendix C)**;
- Agree and abide by the Health and Safety Information **(Appendix C)**.

The details of the application are checked and if approved the applicant will be sent:

- A letter or email of confirmation;
- An invoice to cover the cost of the let

Safeguarding

The school's child protection policy and procedures must be consulted and followed when dealing with external organisations that work with children or young people.
For more information please contact Kate.Raley@redbridge.gov.uk - 0208 708 6110

Conditions of Hiring the School Premises

Considering Applications for Lettings

The Executive Head Teacher or the Head of School will decide on the approval of the application with consideration to:
1.6.1 Interference of school activities, priority at all times should be given to school functions.
1.6.2 The availability of facilities.
1.6.3 The availability of staff to open and close the premises.
1.6.4 The school's child protection policies (please refer to1.4) and health and safety policies (please refer to1.8).
1.6.5 Health and safety considerations in relation to the number of users, type of activity, qualifications of instructors etc.
1.6.6 Adequacy of management procedures in place during the hire.
1.6.7 The appropriateness of the letting and whether it is deemed compatible with the ethos of the school.

Bookings

Bookings can only be accepted when the Site Management Team of the school is available.

Hire Costs

The Governing Body is responsible for setting charges for the letting of the premises. The letting charge will be calculated to cover overheads including the following expenditure:

- Cost of services (heating and lighting);
- Cost of staffing (additional security, caretaking and cleaning) – including "on costs" e.g. employer's national insurance and pension contributions;
- Cost of administration;
- Cost of "wear and tear";
- Cost of use of school equipment (if applicable).

All charges will be subject to annual review by the governing body. The minimum increase will be in line with inflation. The calculation of charges will include consideration of the real costs of heat, light sewerage and water, and the cost of caretaking for the event. All lettings to charitable and community groups are made without profit but will be set at a level to cover costs. Other charges are agreed by the governing body and may include an element for profit above actual costs.

Where there are multiple lettings taking place at the same time, the costs for services and staffing will normally be shared between the organisations involved. The specific charge levied will be reviewed annually, during the spring term, by the Resource Committee for implementation from the beginning of the next financial year, with effect from 1st April of that year.

Current charges will be provided in advance of any letting being agreed.

Rates are based on a letting period of 1 hour, the first or last hour is a fixed price to cover the unlocking, cleaning and locking of the school, which is the minimum letting period for a session.

All rates include a fee for the opening, closing and securing of the premises.

All rates include the use of toilet facilities.

A hire application which includes the use of the kitchen for food storage, production, assembly or service should be discussed with the school meal contractor before being approved. The school should consider developing a separate set of conditions, which will include specific details of the areas and equipment the hirer is permitted and not permitted to use. All areas of the kitchen should be cleaned and left tidy after use, however the school meal contractor may request that their staff conduct another clean prior to commencing with normal food handling activities, at an additional cost.

There is no fee for cleaning of the premises. This will be the responsibility of the hirer to leave the premises in the condition they found them.

If additional cleaning is found by the school to be required after a letting, then the hirer will be charged at the rate of £30 per hour or part there of, for this cleaning.

The use of equipment (tables etc.) will be negotiated separately with The Executive Head Teacher or Head of School and may incur additional charges.

The Governing Body, with advice, from The Executive Head Teacher or Head of School will reserve the right to reduce the charges for groups whose purposes are in line with those of the School, balancing their decision against the criteria to cover all overhead costs.

Facilities available for hire	Charges per hour
The KS1 Hall	£65 for first hour £35 per hour, or part thereof
The KS2 Hall	£65 for first hour £35 per hour, or part thereof
The Dining Hall	£65 for first hour £35 per hour, or part thereof
The School Field	£65 for first hour £35 per hour, or part thereof
School Classroom	£65 for first hour £25 per hour, or part thereof
Whole school	£ to be negotiated

Contracts will be negotiated on a case by case basis.
Discounts may be offered to parents/carers of the pupils and staff of the school.

Personal Property

The Governing Body accepts no responsibility for the loss or damage of personal property.

Cancellations

a. Bookings cancelled by the Hirer with 10 or more working days notice - entitled to a full refund of the paid fee (less £30 admin fee)
b. Bookings cancelled by the Hirer with between 5 to 9 working days notice – entitled to 50% refund of the paid fee.
c. Bookings cancelled by the Hirer with less than 5 working days notice – no refund of the paid fee.
d. The deposit is non-refundable for any bookings cancelled by the hirer.
e. The school has the right to refuse any application or withdraw permission for any letting at any time but will endeavour to give as much notice as possible; no payment, other than a refund of the paid hire fee and deposit, will be made.
f. Should the Hirer be in breach of the terms and conditions at any time, the school can terminate the agreement immediately and any paid hire fee and deposit, will not be refunded.

Discounts for staff

If a member of school staff would like to hire the premises for an event or function they will be eligible for a discount of up to 50%. This discount is on a case by case basis and is at the discretion of the Executive Head Teacher and Chair of Governors. When applying for the letting the staff member will need to enclose a covering letter asking for the discount to be applied, the discount will be agreed by the Executive Head Teacher and a confirmation letter will be sent to the staff member. All terms and conditions will still apply.

Insurance

This school benefits from the Royal Sun Alliance's third Party Hirers Liability Policy via Department for Education (RPA).

This Third Party Hirers Liability Policy covers the hirer against any claim made for injury and or damage to third parties as well as damage to the hired building as a direct result from the hire. This policy is designed to cover hirers

for low risk one-off type hires such as a parent hiring a hall for a birthday party or a regular meeting/gathering for discussion purposes.

Royal Sun Alliance Liability Policy is not designed to cater for any private activity groups or sports clubs, which are run on a commercial basis. Such groups will be asked to produce evidence of their own public liability insurance cover for a minimum of £2m, or £5m for more hazardous activities (i.e. karate or gymnastics). They will also need to produce evidence of their employer's liability cover should this be applicable.

For more information contact:
RPA – DfE secure access site (ask ESBL for details)

Health & Safety

Under the Health and Safety at Work etc Act 1974 the employer is responsible for the health and safety for employees and others who are on the premises.

The school will follow the health and safety guidance below for all lettings:

- The school and the hirer must ensure that the premises are suitable for the intended use
- The school and the hirer must agree the extent of the use of premises and equipment
- The school will ensure that the hirer is competent to use any equipment provided by the school and that all equipment is in a safe condition
- Electrical equipment provided by the hirer must have a current Portable Appliance Test Certificate
- The school will ensure that the means of access and egress are safe for the hirer. The hirer must ensure that this is maintained during the letting
- The school will advise the hirer of any known hazards prior to their letting commencing and will request that the hirer notify the school of any hazards during the letting
- The school will provide the hirer with details of emergency procedures e.g. action to be taken on discovering a fire, fire evacuation etc
- The hirer must make suitable arrangements for first aid
- An online accident form must be completed by the hirer in the event of an accident or incident occurring on the premises
- The school's site manager/caretaker will check that the premises has been left in a safe condition

In addition to the above, the school will follow the health and safety guidance below for all repeat lettings:

- The hirer must have regard to the national standards of qualification, experience and competence of instructors/supervisors/coaches for sporting and other activities
- The school may require the hirer to provide a risk assessment specific to the letting
- A fire drill involving the hirer should be carried out periodically (at least every 6 months)
- The hirer is responsible for ensuring that a Personal Emergency Evacuation Plan (PEEP) is drawn up for anybody attending their session that has a physical or mental impairment which would affect their ability to evacuate in an emergency
- The hirer must keep a register during their letting for use in an emergency evacuation

For more information please contact: emergency.planning@redbridge.gov.uk

School Responsibility

For the duration of the letting the school will be responsible for the following provision:

- Ensuring the hirers are made aware of the emergency exits

- Making adequate equipment available if an emergency should arise. This includes: fire extinguishers, first aid kits and access to an emergency phone.
- Adequate lighting, heating and ventilation
- Safe equipment and premises
- Assistance available during the letting
- Adequate information regarding the hire and use of the premises is provided
- Where the school is hired by an outside company for specific activities with children, a checklist process with be carried out (see Lettings checklist).
- Organisations working with children will need to provide additional identification and a vetting procedure will be carried out.
- The corridor will be locked when the hall is hired.

The school caretaker will brief all hirers beforehand on the above points.

Hirers' Responsibility

For the duration of the letting the hirer is responsible for ensuring that:

- The school premises is adequately supervised
- Procedures are followed – both normal and emergency school equipment, other than that specified in the application form will be used (and to be left in the same condition as before use)
- A named person is familiar with emergency equipment such as fire extinguishers, fire call points, telephones(only if hirer mobile phone not available)
- First aid arrangements are in place
- A named person is in control should an emergency evacuation be required and how this will take place. Due consideration to be given to the needs of disabled people and children in this instance.
- Alcohol is not consumed on the premises
- Gambling does not take place on the premises
- Emergency exits are not obstructed
- Combustible, flammable or hazardous substances are not used
- The 'No Smoking' policy is enforced both within the school building and the grounds
- All safeguarding procedures are adhered to
- The school is left in the same condition as it was found prior to use
- Animals, other than guide dogs, are not permitted anywhere on the school premises
- Training as required prior to hiring the premises.

Liability of Hirer

The governing body of Coppice Primary School shall not be liable for any injury, including injury resulting in death, or damage to or loss of property, which may occur, or be sustained by the hirer and their staff.

Licences and Permissions

Under the Licensing Act 2003, a licence for alcohol, music, performance of dance, plays and late night refreshment is not necessary where a function is not open to the public. Therefore weddings, private parties or similar events are not licensable. Any events where tickets are sold (i.e. a public event) or where alcohol is sold (not provided inclusive of a ticket price), requires a licence. This will normally be a

Temporary Event Notice which the hirer or the school must submit to the council's licensing service. A hire application which involves gambling activities must not be accepted.

Car-boot sales or car parking: Planning permission may be required if this use occurs regularly. Contact the council's planning department for further information.

Gambling Act 2005

A hire application which involves gambling activities must be referred to the Council's Licensing Service for advice on how to proceed. No application should be accepted without express permission from the Licensing Service.
For more information on 10 & 11 please contact: *Licensing.authority@redbridge.ov.uk or call 0208 708 5231*

Raising Awareness of this Policy

We will raise awareness of this policy via:

- The school website
- The Staff Handbook
- School events
- Meetings with school personnel
- Reports such annual report to parents and Executive Head Teacher reports to the Governing Body
- Information displays in the main school entrance

Training

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Executive Head Teacher and the link governor.

Policy Review

The (Executive Head Teacher /governing body) will review this policy and its appendices every 2 years.

APPENDIX A: Booking Form for School Lettings

COPPICE PRIMARY SCHOOL

London Borough of Redbridge

BOOKING FORM FOR SCHOOL LETTINGS (PRIVATE)

(Please use BLOCK CAPITALS)

Name of Hirer: *(person, body, association, limited company)*	
Address of Hirer:	
Contact Number(s):	
Email Address:	
Please provide details of contact person for the hire if different to the above	
Name/ Address / Contact Number(s)/ Email Address	

Purpose of Hire:					
Attendees:	Total Number of Attendees:		Number of Adults:		Number of Children:	
SINGLE BOOKING	Date of Booking:		Start Time:		End Time:	
BLOCK BOOKINGS	Frequency/ Days:					
	Start Date:				Start Time:	
	End Date:				End Time:	
Bookings times must allow sufficient time for preparation and clearing away before and after the event.						

Facility Required (please tick):	☐ Dining Hall	☐ KS1 Hall
☐ Playground 1	☐ Playground 2	☐ Playground 3
☐ Field	☐ Classroom	
Equipment Required:		
Other Arrangements:		
The school does not provide any warranty that the premises, facilities and equipment provided are suitable for the intended purpose of the hire. The hirer is required to satisfy themselves that their requirements are met and the facilities are fit for purpose.		

Will refreshments be served?	☐ YES	☐ NO
Will alcohol be consumed?	☐ YES	☐ NO
If yes, will the alcohol be served or sold?	☐ SERVED	☐ SOLD
If permitted by the school, the relevant licence must be obtained for all events that will involve the sale of alcohol, gambling and public entertainment. Please contact the Licensing Authority on 020 8708 5716 or visit www.redbridge.gov.uk (Business & Consumer page).		
I have read and accept the terms and conditions and confirm that I am over the age of 18.		
Signed (Hirer):	Date:	

……

Print name in full:

……

You will be sent confirmation of whether this application has been accepted or rejected by post or email.

PLEASE RETURN THE FORM TO:

POST :
Claire Higbee
Coppice Primary School
Manford Way, Chigwell, Essex IG7 4AL

EMAIL:
Claire.higbee@coppice.redbridge.sch.uk

(School Use Only)
This application for letting is ACCEPTED / REJECTED
Signed (School): Date:
Name: Position:

No letting will be regarded as booked until the deposit and booking fee is received in full, all requested paperwork has been submitted and a signed approval letter is issued by the school.

Borough's Third Party Hirers Liability will apply?	☐ Yes	☐ No
If no, adequate evidence of own insurance cover has been supplied and retained by school?	☐ Yes	☐ No
Will the letting involve working with children/young people.	☐ Yes	☐ No
If yes, the school has followed their safeguarding procedures?	☐ Yes	☐ No

APPENDIX B: Request for Hire by an organisation

ORGANISATION INFORMATION

Coppice Primary School is committed to ensuring that all organisations using the school premises comply with the guidelines as recommended by the Local Safeguarding Children Board and also set out by the Department for Education. We expect all organisations to answer the questions below and to provide evidence where requested.

(Please use BLOCK CAPITALS)

Contact Details Name, address and telephone number (land line) of organisation requesting a letting: Name of contact: Email address:
References The organisation obtains and keeps on file professional references and character references for all of its employees that have contact with children. These can be provided by:
Child Protection The organisation has specific procedures in place for dealing with situations where children are not collected after an activity. These are: We carry out DBS checks on all our staff before they are left to unsupervised with children. Copies are kept on file and DS numbers can be produced by contacting: *Please note, we expect to see original DBS checks and we will retain DBS numbers on file.*
Records The organisation keeps the following records and registers of any children attending an activity: *If the organisation is an after school club for the sole usage of Coppice pupils and fees are collected, an accurate and up to date record of these is maintained and this is available on request.*
First Aid The organisation has trained first aiders in attendance at all activities and suitable first aid kits (unless otherwise agreed with the Executive Head Teacher) **YES / NO**

Qualifications & Registration

All staff have appropriate qualifications. Please provide details of relevant qualifications:

The school will expect to see the original certificates as proof of qualification and will retain a copy on file for each individual employed who is accessing the school site.

Professional Bodies

The organisation is registered with the appropriate national body (e.g. FA for football coaching).
Please provide details:

If providing Child Care please confirm that the organisation is registered with Ofsted and provide registration details:

Health & Safety

If the organisation is using potentially hazardous equipment provided by the school (e.g. climbing frame, bikes, cooking equipment etc.) then it will be operated by a suitably qualified and trained member of staff and it will be fully supervised at all times. Give details of arrangements you will put in place:

Insurance

The organisation has Public Liability Insurance (usually insured up to £5 million). Give details of the insurance cover, the insurer, date and number of policy:

I guarantee that all the information in this form is true and correct.
I have read and understand the Terms & Conditions YES / NO

Signed: _____ Date: _____

Print name in full_____

This form will be filed and maintained by Claire Higbee (Executive School Business Leader)

APPENDIX C: Terms and Conditions

TERMS AND CONDITIONS

All terms and conditions set out below must be adhered to and the Hirer shall comply with any reasonable instructions given by the school. The 'Hirer' shall be the person making the application for a letting and this person will be personally responsible for payment of all fees or other sums due in respect of the letting.

USE AND ACCESS

The premises shall only be used for the purpose and times agreed by the school.
No facility must be sub-let, or reassigned to any other organisation or individual.
The school retains the right to access the premises at all times during the letting period.
The Hirer shall be responsible for the preservation of good order for the duration of the letting until the premises are vacated and to ensure that no nuisance arises to the occupiers of adjoining premises.

HEALTH AND SAFETY

The Hirer shall ensure that:

- the number of persons present during the letting does not exceed the number agreed by the school;
- all doors and corridors giving egress from the hired premises are kept unfastened and unobstructed;
- all proper safety precautions are taken for the protection of the users of the premises and equipment including adequate supervision;
- they are familiar with the fire and emergency evacuation arrangements, e.g. the actions to be taken in the event of a fire; the position of emergency call points, fire extinguishers, exit routes and that they have conveyed this information to all members of their group;
- the location of the nearest emergency telephone is known;
- there are suitable first-aid arrangements in place;
- the hired premises are left in a safe and secure condition and in a clean and tidy state;
- in the event of an accident or incident the school is informed at the earliest opportunity.

SUPERVISION OF CHILDREN

At an event where the majority of attendants are children and the number of children in exceeds 100, the Hirer must ensure that a sufficient number of adults are stationed to prevent more children or other persons being admitted, to control the movement of the children and other persons and to take all other reasonable precautions for the safety of the children. This is a requirement of the Children's and Young Person's Act 1933.

WORKING WITH CHILDREN

For any letting which involves working with children and/or young people, the Hirer must submit to the school a signed copy of their Child Protection Policy. Upon request the Hirer must also provide evidence of criminal record checks for all staff and others working closely with children or for adults using the school premises at a time when school pupils or other young people may be on site. Upon request the Hirer must provide details of qualifications, relevant registrations and references as well as other safeguarding information.

CHARGES

The deposit is payable to secure the booking: the cost of hire (one off hire) or 4 weeks cost of hire (for long term lets). Hire fee shall be due and payable 28 working days before the booking.
If the premises are not vacated by the end of the hiring period a penalty charge of £50 will be levied for each hour after the end of the hiring period.

CANCELLATIONS

Bookings cancelled by the Hirer within 10 or more working days notice - entitled to a full refund of the paid fee, less £30 admin fee.
Bookings cancelled by the Hirer with between 5 to 9 working days notice – entitled to 50% refund of the paid fee, less £30 admin fee.
Bookings cancelled by the Hirer with less than 5 working days notice – no refund of the paid fee.
The deposit is non refundable for any bookings cancelled by the hirer.
The school has the right to refuse any application or withdraw permission for any letting at any time but will endeavour to give as much notice as possible; no payment, other than a refund of the paid hire fee and deposit, will be made.
Should the Hirer be in breach of the terms and conditions at any time, the school can terminate the agreement immediately and any paid hire fee and deposit, will not be refunded.

VAT

The school is constrained by law to apply value added tax to all transactions where this is appropriate. The letting of rooms for non-sporting activities is exempt of VAT, some sports letting are subject to VAT (SBM will check with Gov.uk). Where an extra and separate charge is made for the hire of equipment, VAT is due on that charge at the standard rate. The school will record the VAT element of any income.

CONDITION AND DAMAGE

The Hirer will keep the premises in a clean and tidy condition and all equipment is to be returned to the correct place of storage. No food, rubbish or other belongings of the Hirer should be left on the premises. Waste refusal sacks should be used and disposed of following the instructions of the school. The use of furniture is subject to agreement by the school and may attract an additional charge. No furniture or fittings shall be removed or interfered with. No fittings or decorating which require drilling or nails into fixtures, which are part of the school fabric, are permitted. The Hirer must report any damage occurring to the premises as soon as practical but no later than 72 hours following the hire. Any damage that occurs during the hire will be the responsibility of the Hirer and if the deposit does not cover in full the cost of making good any such damage, the Hirer shall pay the extra cost.

HIRER'S EQUIPMENT / CAR PARKING
The school does not accept liability for any loss or damage for any equipment bought or left on the premises, or theft or damage to vehicles parked in any car park provided.

SCHOOL EQUIPMENT
No school equipment will be used without direct permission from the school. The Hirer is liable for any damage, loss or theft of school equipment that is used and ensuring its safe return. The use of the school public address system and any other electronic equipment such as televisions or speakers is not allowed unless directly authorised by the school.

PUBLIC ENTERTAINMENT
Where the premises does not have a Public Entertainment Licence the Hirer will be responsible for obtaining such a licence or Temporary Event Notice (TEN) if required.

ALCOHOL / LIQUOR LICENCE
Alcohol is not allowed to be sold or served on the premises unless permission is given by the school. If permission is granted to sell alcohol, a licence or Temporary Event Notice (TEN) must be obtained by the Hirer.

GAMBLING
No gambling is allowed without written permission from the school and relevant licence from the licensing authority.

COPYRIGHT LEGISLATION
The Hirer has full responsibility for ensuring that any conditions imposed by copyright legislation are adhered to and that the proper licence(s) are in place and to complete the returns required by the Performing Rights Society, Phonographic Performance Limited, The Copyright Licensing Agency Limited and all other similar bodies.

PUBLIC LIABILITY INSURANCE
Where requested by the school, the Hirer must hold public liability insurance for a minimum of £2m, or £5m for more hazardous activities, a copy of which must be supplied to the school.

EMPLOYERS LIABILITY INSURANCE
Where requested by the school, the Hirer must hold employers liability insurance for a minimum of £5m indemnity in accordance with compulsory legal requirements.

INDEMNITY
The Hirer agrees to indemnify the London Borough of Redbridge and the school against all damages and/or losses reasonably incurred by the Council arising from the breach by the Hirer of any of the terms of this agreement.

ADVERTISING
The school must approve of all advertising and posters concerning the use of the premises.

SMOKING/ USE OF EXPLOSIVE SUBSTANCES
The whole school premises is a non-smoking area, and smoking is not permitted within school buildings or on school grounds at any time.
The use of explosive substances, fireworks, confetti, gas or any hazardous materials is expressly forbidden without the direct permission of the school.

KITCHEN / FOOD AND DRINK
No food or drink may be stored, prepared, served or consumed on the premises without the direct permission of the school.
Applications for the use of kitchen facilities should be made using the standard application form. If such an application is approved, the Hirer will agree to any specific conditions or instructions in relation to the use of the kitchen facilities made by the school.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.