

1 Principles

To facilitate the appropriate and safe use of Academy facilities, either during the school day or out of hours, the Lettings Policy must be followed. Following this Lettings Policy will ensure:

- clashes with bookings do not occur
- facilities and additional equipment are in place, should they be requested.
- that requests can be planned for and met by site staff and that site staff are aware of the need for locking/unlocking for the booking
- site staff can organise their working pattern to ensure they will be in attendance on site for the duration of the letting; there may be an additional charge for their time as per the conditions of this policy.

The following policies should be considered in relation to this policy:

- SVA Risk Assessment Policy
- SVA Premises Security Policy
- SVA Non-smoking & e-cigarette Policy
- SVA Emergency Closure Guidance
- SVA Fire Safety, Evacuation & Lockdown Policy
- CMAT Safeguarding & Child Protection Policy
- CMAT policies relating to Health & Safety and Charging & Remissions should be considered.

These are available at: <http://www.cmatrust.co.uk/information/policies/>

2 Terms and conditions

The terms and conditions on which the premises are let shall be as follows: -

2.1 Bookings

- All applications for the hiring of Sawtry Village Academy facilities must be made using the appropriate *Booking Form*.
- Bookings can normally only be accepted for up to 6 months in advance.
- A booking will only be accepted, subject to availability, upon completion of a *Booking Form* and signed indemnity.
- All bookings will be confirmed, **in writing**. (*Please do not make any arrangements until you have received written confirmation*).
- Self-catering and the bringing of alcohol onto the site is only permitted by prior arrangement with the Academy and the relevant licences applied for by the hirer (copies to be provided).
- The premises are subject to the normal Sunday trading laws under the Sunday Trading Act 1994 and only restricted items may be sold on a Sunday.
- Use and or management of the Performance Hall's own lighting & sound facilities shall only be in specific agreement with Sawtry Village Academy. Operators of lighting & sound equipment (including the lighting rigging equipment) must be over 18 years of age unless specifically agreed in advance by the Academy. This will be at an additional charge.
- The Academy reserves the right to charge for supervising technician/s who will be in attendance to advise upon and show the hirers technicians the sound & lighting equipment if required.
- The Trust will not let Sawtry Village Academy facilities to any hirer without first ensuring that such organisations understand the Trust's child protection procedures, including the appropriate procedures regarding confidentiality.

2.2 Deposit & Payment

- The fees charged will be those in force on the day(s) of the hiring; the scale of charges is normally revised with effect from **1st September** each year.



- A non-refundable deposit of **20%** of the hire charge is required at the time of booking. An invoice will be provided for the payment to be made electronically.
- All charges will be invoiced and are payable, in full, prior to the date of your booking.
- The hirer shall not assign the benefit or burden of the hiring or sub-let the facilities or any part thereof to any other party.
- All charges are inclusive of caretaking, lighting, heating and water (where applicable).
- It is the responsibility of the Hirer to ensure the facility being let is left clean and tidy and ready for use for the following day. All furniture used is to be put away and rubbish disposed of. Additional charges may be applied at an hourly rate, should the site/room not be left in an acceptable condition.
- If any additional expense is incurred, arising from the letting, such as damage, accidental or intended, or any extra cleaning becomes necessary as a consequence of the use of the facilities, the person/organisation hiring the facility will be responsible for any such expense and charged accordingly.
- Persons hiring facilities will be held responsible for any damage to buildings, furniture, equipment or other property and a claim for the reinstatement, replacement or repair of such will be made whether as a result of the negligence of the Hirer or his/her invitees, employees or agents during the period of hire. The Hirer shall be deemed to have undertaken to pay the cost of such reparation by signing this hire agreement. **Please note** that no nail or fastening of any kind (including duct tape) shall be driven or put into any wall, floor, partition, pillar or other fittings or furniture.

2.3 Cancellations

- Notice of cancellation must be given, in writing, to Sawtry Village Academy at least 14 days before the hiring date. If notice is not received in time, then the Hirer will be liable for any costs incurred. Deposits less than 14 days' notice are non-refundable.
- The Trust reserves the right, by notice to the hirer, to terminate the hiring at any time for reasons outside of their control and to return to the hirer any monies paid by way of deposit. The Trust shall not be under any liability to the hirer for any loss or damage they may sustain arising out of such termination.

2.4 Public liability insurance

All Hirers must have adequate **Public Liability Insurance** cover as a condition of the Letting. Please enclose a copy of your own cover with this application.

2.5 Hirer's responsibility

The Hirer shall

- Vacate the premises by the time stated on the Booking Form.
- Obtain the necessary licence if alcohol is to be sold, a copy of which must be submitted to Sawtry Village Academy at least a week before the event.
- Ensure that they have made appropriate arrangements for the provision of entertainment licence/s in particular elements that are not covered by Sawtry Village Academy's Entertainment Licence', a copy of which is displayed in the entrance to the Academy.
- Be responsible for obtaining the licence of the owner of the copyright of any dramatic or musical work intended to be performed or sung and must indemnify the County Council against any infringement of copyright.
- A copy of all licences must be provided to the Academy prior to hire.
- If any part of the premises is used for the purposes of gaming, or games of chance of any description, the Hirer shall be responsible for securing that the provisions of the Betting, Gaming and Lotteries Act 1963, the Gaming Act 1968 or any subsequent amending Act are fully observed and complied with.



- Where premises are not licensed under the Cinematography Acts no flammable films or materials of any flammable nature shall be used.
- Ensure that any equipment brought onto the premises and used is safe and meets the standards of any statutory requirements regarding its serviceability, control and use.
- Fireproof all scenery and props etc. to be used in any performances, in accordance with instructions issued by the Fire Officer.
- **Environment:** observe Sawtry Village Academy's 'Non-smoking & e-cigarette Policy', which extends to the perimeter of the school site. All those who use the premises are kindly asked to refrain from smoking or using e-cigarettes on the premises at all times.
- We also operate a '**Gum Free**' zone on the entire site; chewing gum is banned throughout the Academy and its grounds.
- Observe Sawtry Village Academy's Health & Safety Policy. A copy is provided to the hirer with each booking.
- Comply with all applicable notices and signs.
- Immediately evacuate the premises by the nearest Fire Exit on the sounding of the **Fire Alarm**, (a continuous, multi-toned alarm in all rooms). A copy of the Fire Evacuation Guidance is provided to hirers.
- Inform the *member of the Site Team in attendance* immediately of any **accidents/incidents**.
- Leave the premises and equipment as found.
- In respect of item 2.5, the Hirer will be expected to insure this risk and hold legal liability insurance to cover claims directly arising from their group or organisation's activities.
- The Hirer is responsible for the supervision of all persons attending the premises for the purpose of the hiring whilst they are on the premises or on any part of Sawtry Village Academy site, and for preserving good order.
- The Hirer shall provide such number of attendants and stewards as may be necessary to secure the efficient supervision of the premises during the hiring, including: -
 - the orderly and safe admission and departure of persons to and from the premises
 - the orderly and safe clearance of the premises in case of emergency.
- The safety of the premises and the preservation of good order and decency therein.
- Ensuring that all doors giving egress from the premises are kept unfastened and unobstructed and are immediately available for exit during the whole time the premises are in use.
- During the period of the hire, a member of the site team will be available to give advice.
- Sawtry Village Academy cannot allow the Hirer to use ladders or scaffolding unless they hold a recognised certificate to show that they have been adequately trained to do so.
- Sawtry Village Academy cannot accept responsibility for any loss, damage, accident or injury arising during the Hirer's use of the premises, or to any member of the Hirer's party and the hirer shall indemnify the Trust against all claims, demands, actions or proceedings.
- Car parking is available at Sawtry Village Academy. All hirers must ensure that vehicles are parked in designated parking spaces only; vehicles should never be parked on the grass, paved areas or double yellow lines. All vehicles are parked at the owner's risk. The Trust accepts no responsibility for theft or damage to vehicles while parked on the premises.

3 Form of agreement and indemnity

3.1 A Booking Form must be completed for each letting, giving full details of use of premises/equipment

3.2 The following indemnity will be included on the Booking Form and must be signed by the Hirer before the booking can be accepted: -

"I certify that I am over 18 years of age. I have read and agree to be bound by the Terms & Conditions of Hire, for the time being in force, and I accept responsibility for the observance of the conditions and agree to pay on demand the letting charge hereby incurred.

*I hereby indemnify the Cambridge Meridian Academies Trust against all claims in respect of injury, loss or damage (including damage to the premises and equipment) arising from this letting.
(In requiring this undertaking the Trust does not seek to absolve itself or any employees from liability as owners/occupiers of the premises.)"*

3.3 The Trust reserves the right to refuse any booking which is deemed unsuitable.

4 Scale of Charges

4.1 The Scale of Charges will be revised annually.

4.2 All lettings of the school premises shall cover the costs of heating, lighting, water, caretaking and cleaning costs.

SLT (November 2020)

Finance & Premises

This policy will next be reviewed in October 2021

Scale of Charges (Up dated 11/2020)

These lettings will be available **during term time**

Out of term lettings can be considered with prior arrangement

Facility	School day	Out of hours (includes Site Staff)
Board Room	£15 per hour	£27.50 per hour
Conference Room	£20 per hour	£33.00 per hour
Refectory		£38.50 per hour
Hall & Stage		£49.50 per hour

**Please note, all events must have vacated the grounds before 12 Midnight.
Any costs incurred by the Academy for time after midnight, will be charged at £75 an hour.
Maximum capacity of school hall is 200-250 people, due to fire regulations.**

Charitable organisations, Community events & fundraising involving **students** from the Academy will be priced individually: a charge will still be applied to cover the cost of Site Staff (£20 per hour)

To book facilities or enquire further please contact Reception at Sawtry Village Academy.



Phone: 01487 830701

or email: office@sawtryva.org

Sawtry Village Academy is a non-smoking and e-cigarette free organisation.

Full details of our Policy are available upon request