

Intake Primary Academy



Sports Hall & Healthy Living Centre

Sidney Road,
Intake,
Doncaster,
South Yorkshire DN2 6EW.

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Telephone: 01302 344743

Updated September 2026

Booking Information

Availability for lettings

- All available times can be or obtained by contacting the school office on **01302 344743**.
- Block bookings will cease during the school holidays unless further agreements have been made with the school.

Bookings

- Bookings must be made via a booking form obtainable from the school Operations Manager
- The form must be returned to the school before the commencement of any bookings.
- Costings will be calculated on an hourly rate depending on facilities requested
- Lettings will not be made to persons under the age of 18, or to any organisation or group with an unlawful or extremist background.

Amendment to booking times

- Any amendment to start or finish times must be made via the school Operations Manager to avoid any confusion.

Cancellations

- In the event of all cancellations at least **72 hours' notice** must be given to the school office in writing or via email, otherwise the normal charge will be payable.

Termination of a Lettings Agreement

- The Academy Principal has the immediate power to terminate any letting agreement, in accordance with the terms and conditions of the following agreement

Current charges for the 2026-27 academic year

Once this form is completed and handed in, the below amount is guaranteed until either the end of the booking as declared on the form or the end of the academic year (31st August).

The Academy reserve the right to review prices for any **new** bookings throughout the year

	1hr	1.5 hrs	2 hrs	3 hrs	Half day (max 4 hrs)	Per Day (max 7 hrs)	Per week Mon- Fri (5 days - max 7 hours per day)
Whole Building & Grounds					£100	£160	£700
Sports Field	£45	£60	£75	£90	£100	£140	
Main Hall only	£35	£50	£65	£75	£85	£100	
Exercise/Meeting Rooms	£25	£40	£50	£60	£70	£90	
Outdoor MUGA area	£25	£40	£50	£60	£70	£90	

General Information and Conditions of Hire

Appendix A

The hirer must be able to provide the following documents prior to any lettings

DBS checks

- It may be necessary for the hirer to undergo a disclosure, and barring services check via the Disclosure and Barring Service (DBS). If a particular letting involves contact with children and young people, it is the responsibility of the hirer, as advised by the Headteacher, to ensure that they have complied with the DBS Code of Practise.
- When there is a requirement for DBS checks to be undertaken, the hirer must keep appropriate records in line with the DBS Code of Practise and report to the school any safeguarding concerns which may arise.

Public Liability Insurance

- All organisations of any activity taking place on school property will require their own Public Liability Insurance.
- Lettings are made on the agreement that the school is indemnified by the hirer against any loss, damage, costs and expenses during the use of the school premises by the hirer Insurance

Safeguarding Training

- Safeguarding training documentation must be provided for all adults if there are to be children present for the letting

Licences

- Regulated entertainment, public music, singing and dancing can only take place on premises which have a License authorising entertainment. It is illegal to photocopy music or plays without the permission in writing of the copyright holder except in certain circumstances. Any infringement of this is liable to prosecution.
- The Hirer is responsible for obtaining a Temporary Event notice for the sale of alcoholic liquor from the local Licensing Authority if permission for the use pof alcohol has been requested and granted by the school Principal

Appendix B

These terms and conditions must be complied with.

The 'hirer' shall be the named individual on the letting agreement, and this person will be personally responsible for payment of all fees or other sums due in respect of the letting.

Statutory Requirements

- The hirer must not do or permit any act, matter or thing which would, or might, constitute an illegal or immoral activity affecting the school premises or which would, or might, vitiate in whole or in part any insurance affected in respect of the premises from time to time.

First Aid

- It is the responsibility of the hirer to make their own first aid arrangements, such as the provision of a first aid kit, and the provision of first aid training for supervising personnel.

**** There is no legal requirement for the school to provide first aid resource**

Food & Drink

- No food and drink may be prepared or consumed on the property without the direct permission of the Principal in line with current food hygiene regulations.
- If permission is granted the hirer must ensure that all areas are left clean and tidy, with all rubbish removed. All floors must be left in a good, clean condition with all spillages cleaned up using the cleaning equipment left on site.
- Any additional cleaning required due to the preparation or consumption of food may incur an additional charge.

**** The intention to make or consume any food must be noted on the application form and in signing this Lettings Agreement, you agree to the recharge cost for any additional cleaning required, if necessary, after the preparation or consumption of food**

Alcohol

- No intoxicating liquors are permitted to be bought, sold or consumed on any part of the premises without the permission in writing of the Principal, whose written consent must also be obtained prior to any letting.

Fire Safety

- During lettings the hirer is responsible for ensuring that Fire doors are not obstructed by any equipment and are not wedged open for any purpose. Firefighting apparatus must be kept in its place and only used for its intended purpose.
- It is the responsibility of the hirer to ensure that a register is available to account for all attendees in the event of the alarm being activated.
- If the Fire alarm sounds all persons must evacuate the building to the Fire Assembly Point which is situated in the front car park near the fence onto Sandringham Road
- The side gate is padlocked for the safety of children within your booking. The padlock code to this gate will be provided to you when your booking starts.
Please dial 999 for Emergency Fire Services and once this has been done, please also contact the Keyholder on the number that you were provided with at the start of booking.
Please do not re-enter the building to collect any belongings
- All electrical equipment brought into the building should be subject to regular PAT testing and certification provided in evidence if requested. The intention to use electrical equipment must be noted on the application form
- Obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be available for public access all times.
- Firefighting apparatus must be kept in its place and only used for its intended purpose.
- The fire brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Principal.
- The hirer is responsible for familiarising his/herself with the procedure for evacuation of the premises, the escape routes, assembly points, and shall be familiar with the fire-fighting equipment available.
- Highly flammable substances shall not be brought into, or used, in any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton, hay, etc) shall be undertaken or erected without the consent of the Principal.
- No unauthorised heating appliances shall be used on the premises
- The whole of the school premises, including the grounds and car park, is a non-smoking area and smoking or vaping is not permitted.
- Barbeques are not permitted on the site

EV Charging

- Please note it is not permitted for people hiring the hall to plug in and charge electric vehicles whilst on site

Nuisance/Disturbance

- Hirers responsible for ensuring that the noise level does not interfere with the other activities within the building nor to cause inconvenience for the occupiers of nearby houses or property when entering or leaving the premises

Animals

- Except in the case of trained guide dogs for the blind and hearing dogs for the deaf, animals shall not be permitted on the school premises or any outdoor areas.

Loss or damage

- The hirer must inform the school of any fault, damage or other problems with the premises or equipment encountered during the letting.
- In the event of loss or damage occurring as a result of negligence or carelessness on the part of the organiser of the letting or the group on whose behalf the letting has been made, the school reserves the right to make a charge to cover the costs of repairing the damage or making good the loss from the organiser or group.
- 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. Special preparations, such as those required for the purpose of dancing, must not be applied to the floors.

At the end of all sessions

- The hirer must ensure that everyone has left the building and the grounds within 15 minutes of the end of the booking
- The Hirer shall leave the building in a clean and orderly state. All the property of the Hirer and the Hirer's agents must be removed at the end of the hiring unless special arrangements are made. The school can accept no responsibility for any property left by the Hirer's or their representatives on the premises.

**** If an additional charge must be paid to Keyholders waiting to lock up the premises after the allowed 15 minutes, then this cost will be passed to the hirer**

Appendix C

The following forms must be returned to the school prior to all bookings with copies of your current Public Liability Insurance & evidence of Safeguarding training

Letting details

(Please complete Appendix C in block capitals & return it prior to your first letting with copies of your current Public Liability Insurance & evidence of Safeguarding training)

Facilities required: (e.g. Hall only / Full Building / Sports field/Meeting room)

Dates of first booking: _____

Time(s) of booking(s): _____

Date of final booking: (if known) _____

Purpose of letting: _____

Name of organisation: _____

Hirers details

Full name of hirer: _____

Full postal Address of hirer: _____

Postcode: _____

Contact Telephone Number of hirer: _____

Email address of hirer: _____

Signature of hirer: _____

Date: _____

Public Liability Insurance details

I hereby indemnify the school against any claims made against it arising from the use of hired premises. In addition, I accept responsibility for any claims the school may have for any damage to its property arising from its use during my hire.

I maintain a Public Liability Insurance Policy, the details of which are as under:

Policy Number: _____

Expiry Date: _____

Name and Address of Insurance Company: _____

Indemnity Limit: _____

Signature: _____

Date: _____

Safeguarding

The hirer agrees that systems are in place with regards to safeguarding measures as per the lettings policy:

Name of hirer: _____

Name of Organisation: _____

Signature: _____

Date: _____

Lettings Policy Terms and Conditions

Declaration

I have received a copy of the Lettings policy and Terms and Conditions for the Letting of School Premises and agree to be bound by them

I am over 18 years of age.

Full Name: (BLOCK CAPITALS) _____

Signature: _____

Date of application: _____

OFFICE USE ONLY

It is confirmed that the accommodation required is available for the time and date(s) requested.

The Principal and the Applicant have been informed accordingly.

Signature: _____

Role: Operations Manager

Date: _____