



PREMISES HIRING POLICY

Status	Non - Statutory	Date first approved	March 2020
Any other statutory names for this policy (where applicable)		Date last reviewed	March 2022
Responsibility for this policy (job title)	Facilities Manager	Frequency of review	Yearly
Governors' Committee with responsibility for its review	Resources	To be put on the school website? (Yes/No)	Yes

1. Introduction

- 1.1. A hiring is defined as 'any use of the premises by an individual, a member of the school community (includes parents association), a community group or a commercial organisation outside of school hours, regardless of whether a hiring fee is charged'.
- 1.2. A 'hirer' means the person, who must be over 18 years of age, or entity identified in the Hirers Details section on the booking form.
- 1.3. The School recognises that the premises are a valuable resource within the community and welcomes the opportunity to enable others to benefit. However, a hiring must not interfere with the primary activity of the school and if there is a conflict between a hiring and a school event, the school event will take precedence.
- 1.4. Use of the premises for school activities, such as meetings or events, where students are supervised by teaching staff, are not considered a hiring and do not require a booking form to be completed.
- 1.5. The rates charged for the use of the premises will cover all costs associated with the hire and, where appropriate, will raise additional funds for the school.
- 1.6. The School will support long-term hirings so they are able to return after breaks between terms and seasons.

2. Facilities and Equipment Available for Hire

- 2.1. The school will permit the hire of the following spaces:

General Facilities:

- Car Park
- Classrooms
- Computer Rooms
- Dining Room
- Drama Studio and Changing Rooms
- Harding Hall
- Library
- Main Hall
- Music Practice Rooms
- Sixth Form Study Centre
- Tech Rooms (excludes equipment)

Sports Facilities:

- Courts and Floodlights
- Gym and Changing Rooms
- Sports Hall and Changing Rooms

2.2. Equipment, furniture and car parks will be available for hirers to use free of charge provided they are used in conjunction with the hiring of a space.

2.2.1. Equipment – Inclusions/Exclusions

2.2.1.1. Sports Equipment: the use of goals and nets is included but rackets and balls are not, it is the hirer's responsibility to provide these.

2.2.1.2. General Equipment/Furniture: use of urns, tables, chairs and presentation equipment located in the hired space is included but specialist items such as stage lighting, sound equipment or computer equipment are not unless by special arrangement.

2.2.2. If a specialist room or specialist equipment is hired it may be necessary to have the hiring supervised by a qualified member of the school staff, an example of this would hire of the Technology Rooms or the use of computer equipment. A hirer will be charged an additional cost for this.

2.3. Changing rooms, unless required by the school these are available free of charge, but a hirer may not have exclusive use.

3. Hours of Opening

3.1. The School's premises are available for hire at the following times, with the exception of Bank Holidays, Inset Days and the Christmas/New Year school holiday:

General Facilities (excludes specific activities identified under the Premises Licence for the Main Hall and Harding Hall)

- Monday to Friday: 15:30 to 23:00 hrs
- Saturday and Sunday: 08.30 to 00:00 hrs

Sports Facilities:

- Monday to Friday: 18:00 hrs to 22:00 hrs
- Saturday and Sunday: 09:00 hrs to 18:00 hrs

These times may be changed at the School's discretion and in exceptional cases, and for an additional charge, may be extended if requested at the time of booking by the hirer, unless this contravenes the conditions of the School's Premises Licence.

4. Hiring Charges and Discounts

4.1. The Governing Body is responsible for setting the charges for the hiring of the school premises, they will be reviewed annually by Resources Committee and any changes will be applied on April 1st. (appendix 1)

4.2. A discount will be offered to clubs and organisations hiring the school's sports facilities, which support youth development and fulfil the specific criteria (appendix 2)

4.3. A discount for hiring multiple large spaces and will be applied to the additional space with the lowest charge. The large spaces are defined as the Main Hall, Harding Hall and Dining Hall.

- 4.4. Other discounts may be offered on an individual basis, but this is at the School’s discretion.
- 4.5. The Governing Body will review all discounts annually, any changes will be applied from April 1st. (appendix 1)
- 4.6. There will be a minimum charge for a 1 hour and 2 hour hiring of the general facilities.

5. VAT

- 5.1. The School is not VAT registered so this will not added to hiring charges.

6. Public Liability Insurance

6.1. A hirer must have Public Liability Insurance of at least £2,000,000, unless specifically agreed otherwise with the School, to indemnify and to keep the School indemnified against:

- any damage to the premises or school equipment
- any claim by any third party against the school
- all losses, claims, demands, fines, expenses, costs (including legal costs) and liabilities, arising directly or indirectly out of any breach by the hirer of the licence or any act or omission of the hirer or any person allowed by the hirer to enter the premises

6.2. A hirer without insurance can purchase it from the school at the time of booking, it will be charged at 10% of the total hire cost.

7. Hirer’s Property

7.1. The School cannot accept responsibility for damage to, or the loss or theft of, a hirer’s property and effects. It is the responsibility of a hirer to make their own insurance arrangements if required.

7.2. The School can accept no responsibility for cars parked on the site or their contents.

7.3. A hirer cannot leave or store goods or equipment on the premises without prior permission from the School in writing.

8. Licences

8.1. Premises Licence – Restricts Use of the Main Hall and Harding Hall

8.1.1. The School holds a Premises Licence under the Licensing Act 2003, the full conditions of the licence can found in appendix 3. In summary it places a restriction on the times that the Main Hall and Harding Hall can be hired for certain activities and the maximum capacity that will be allowed in the halls when those activities are taking place.

Authorised Licensable Activity	Permitted Day(s) / Times	
Performance of Live Music	Monday to Saturday	12:00 to 00:00 hrs
Performance of Recorded Music	Monday to Saturday	12:00 to 00:00 hrs
Other Entertainment falling within Act	Monday to Saturday	12:00 to 00:00 hrs
Performance of Live Music	Sunday	12:00 to 22:00 hrs
Performance of Recorded Music	Sunday	12:00 to 22:00 hrs
Other Entertainment falling within Act	Sunday	12:00 to 22:00 hrs
Performance of a Play	Monday to Saturday	12:00 to 23:30 hrs
Performance of a Play	Sunday	12:00 to 22:00 hrs

Maximum Capacities	
Main Hall	270 persons – tables and chairs
	400 persons – closely seated/standing
Harding Hall	200 persons

8.2. Temporary Event Notice (TEN)

8.2.1. A TEN will be required by a hirer who would like to carry out a ‘licensable activity’, this includes:

- selling alcohol
- providing entertainment, such as music, dancing or indoor sporting events
- serving hot food or drink between 11pm and 5am

As the School has a Premises Licence for the Main Hall and Harding Hall a hirer will not require a TENS if they are providing entertainment, but they will require one to sell alcohol or if they are going to have a ‘licensable activity’ in another space on the school site.

8.2.2. The Hirer must obtain permission from the School before applying for a TEN, as a single premises can only have 15 TEN’s applications made for it in one year.

8.2.3. The Hirer must send a copy of its TEN to School prior to the hiring, and for the duration of the hiring display a copy where it can easily be seen, plus have a copy available.

8.3. TheMusicLicence

8.3.1. Under the Copyright, Designs and Patents Act 1988, a hirer will need a TheMusicLicence to play or perform music in public.

8.4. Other Licences and Permissions

8.4.1. A hirer is responsible for obtaining any licences required for their hiring and must advise the School of the licences they hold prior to their hiring.

9. Betting, Gaming and Lotteries

Nothing shall be done on, or in relation to, the premises in contravention of the law relating to betting, gaming and lotteries/raffles, and the persons or organisations responsible for functions held in the premises shall ensure that the requirements of the relevant legislation are strictly observed and the necessary licences obtained.

10. Selling and Trading

10.1. If a hirer is a charitable institution and will be selling products or services at an event, they must ensure:

10.1.1. you are allowed to trade under the documents that govern your organisation.

10.1.2. that any product being sold at the event meets relevant safety standards.

10.1.3. that any food being supplied meets hygiene regulations (the Food Hygiene (England) Regulations 2006).

11. Booking a Hiring

- 11.1. A hirer must complete and return a booking form to the Facilities Administrator relevant to their hiring i.e. a Sports Booking form or a General Booking Form, they will be asked to confirm that they have read and agree to be bound by the Premises Hiring Policy. It must be returned to the School at least 5 working days before the requested hire date and the booking(s) will only be confirmed once all the required paperwork has been returned. (appendix 4)
- 11.2. If a hirer wants to amend to an existing booking a new booking form must be completed and submitted to the Facilities Administrator.
- 11.3. A hirer and those attending the hiring should be aware that their access to the school site is limited to the area(s) booked, with the exception of direct access to and from parking facilities and surrounding roads. A hirer should make their attendees aware that they do not have the right to freely roam on the school site beyond the facilities agreed, the responsibility for ensuring this is the signatory on the booking form.
- 11.4. A hirer shall not use the premises for any purpose other than that stated on the booking form.

12. Use of School Premises for Election Meetings

The use of school premises for election meetings of candidates is allowed in certain circumstances as set out in section 95 of the Representation of the People Act 1983.

13. Changeover / Set Up and Set Down Time

- 13.1. Sports Facilities: set up and set down time is included in the time booked for the hiring session and should a hirer fail to adhere to these guidelines a financial penalty of a half hour charge will be incurred.
- 13.2. General Facilities: 15 minutes to set up and 15 minutes to set down will be included in the hiring charge.

14. Termination and Cancellation of a Hiring

- 14.1. The school reserves the right to refuse a hiring booking.
- 14.2. The School will terminate a hiring if it is considered that a hirer has damaged the buildings, fittings, fixtures or furniture, or has subjected them to undue wear and tear or has breached the Terms and Condition of Hire. Termination of the hiring will not release the Hirer from any obligations or affect any rights or remedies the School may have.
- 14.3. The School reserves the right to terminate a hiring with immediate effect if a hirer fails to have in place the appropriate arrangements for the safeguarding of children in their care.
- 14.4. A hiring will be terminated immediately, if a hirer makes additional use of the premises not previously requested on the booking form or without prior agreement in writing form the school.

- 14.5. If a hirer needs to cancel a booking, the request must be made in writing to the Facilities Administrator. A charge will be made unless notice is given as follows:
- 14 or more days: no charge
 - Less than 14 days: 50% of booking fee
 - Less than 48 hours: 100% of booking fee
- 14.6. It will be the decision of a hirer if the hiring of an outside sports facility needs to be cancelled due to inclement weather because it is not safe to play. In this instance a hirer will not be charged for the cancellation as long as the School is advised during the day of the hiring. If available an alternative indoor venue may be offered by the School at the same charge as the outdoor area.
- 14.7. If the school site is closed due to snow, hirers will be notified that their hiring is cancelled. If the school remains open but weather conditions are poor or deteriorating the decision to close the school and end hiring's will be made by the hiring staff on site. In both of these instances hirers will not be charged or only charged for the time they were on site.
- 14.8. School events will take precedence over a hiring. Hirers will be notified as soon as possible and an alternative space may be offered, but this cannot be guaranteed. If the booking(s) is cancelled a refund will be given for the days and times effected.
- 14.9. Spaces may become unavailable if essential maintenance is necessary. Hirers will be notified as soon as possible and an alternative space may be offered, but this cannot be guaranteed. If the booking(s) is cancelled a refund will be given for the days and times effected.
- 14.10. The Governing Body will not accept any responsibility for any loss, or other expenses howsoever incurred by the hirer, in the event of the cancellation by the school of the hiring because of circumstances beyond its control.

15. Invoicing and Payment

15.1. Invoicing:

- 'One Off' hirings will be invoiced in advance and must be paid for before the hiring.
- Regular hirings will be invoiced in arrears every four weeks.

15.2. Payment: invoices must be paid made within 28 days of the date of the invoice.

15.3. Late Payment: if payment is not received within 28 days reminders will be issued at the following intervals:

- 1st reminder: written 1 month from date of invoice
- 2nd reminder: written 6 weeks from date of invoice
- 3rd/final reminder: written 8 weeks from date of invoice stating that access to the school's facilities is no longer permitted and if payment is not received within 14 days of this letter legal action may be taken

If, after every effort has been made to collect the debt and legal action is considered impractical or has been unsuccessful, individual bad (irrecoverable) debts may be written off in accordance with the school's Financial Procedures:

- Refer to the Bursar for a write off up to £100
- Refer to Headteacher for write off up to £1000
- If the debt remains and is more than £1000 then it should be referred to Governors

16. Safeguarding (including Prevent Duty)

- 16.1. A hirer, is responsible, where their activity involves contact with children (includes everyone under the age of 18) or vulnerable adults (a person who, for any reason, may be unable to take care of themselves or protect themselves against significant harm or exploitation), to ensure they are protected from harm by having adequate safeguarding measures are in place.
- 16.2. A hirer will remain liable for any safeguarding incidents that occur during their hiring, the School will not incur any liability for their acts or omissions.
- 16.3. The School will seek assurances from the hirer and may ask for evidence that they have appropriate policies and procedures in place and a hirer will also be asked to sign a Safeguarding Declaration to confirm that:
 - 16.3.1. they are responsible for ensuring the proper supervision and safeguarding of those children or vulnerable adults attending their activity on the school's premises.
 - 16.3.2. they have in place appropriate child protection policies and procedures and a staff code of conduct
 - 16.3.3. staff and volunteers have had Disclosure and Barring Service checks (DBS) carried out at the appropriate levels.
 - 16.3.4. staff have been recruited using accepted safer recruiting practices
 - 16.3.5. should staff and volunteers have any concerns there is an approved procedure that should be followed
 - 16.3.6. staff are aware of The Prevent Duty.
- 16.4. The School reserves the right, if it has concerns, to terminate a hiring with immediate effect if a hirer fails to have in place the appropriate arrangements for the safeguarding of children in their care.
- 16.5. The School will inform hirers if there are other hirings taking place on the premises during their activity to ensure that adults from other groups cannot walk through rooms where children and young people are meeting (see 10.3 – Booking a Hiring)
- 16.6. If toilet facilities need to be shared with other hirings, hirers will be notified prior to their hiring so measures, if necessary, can be put in place by them.
- 16.7. If a hirer has a particular concern the School will provide contact details for their nominated child protection lead.

17. Complaints

- 17.1. Any complaints arising from a hiring agreement will be dealt with using the school's complaints procedure, a copy of which is available on the school website.

18. Health and Safety

- 18.1. A hirer will be responsible for the Health and Safety arrangements relating to their hiring and for their staff, volunteers, clients and visitors until all persons have left the school site.
- 18.2. A hirer is responsible for carrying out any risk assessments of the premises relating to the activities they are running.
- 18.3. A hirer is responsible for making their own first aid arrangements, such as the provision of a first aid kit, and the provision of first aid training for supervising personnel, particularly in the case of sports lettings.

- 18.4. A hirer is responsible for reporting near misses and accidents resulting in personal injury or property to the School. The School will periodically ask a hirer to provide an anonymised copy of their accident book.
- 18.5. A hirer must have current Portable Appliance Test Certificate for any electrical equipment they brought onto site.
- 18.6. A hirer must read the fire evacuation procedure (appendix 5) and be ready to follow them in the event of a fire or other similar emergency.

19. General Conditions:

19.1. A hirer must:

- 19.1.1. not sub-let the premises, underlet or share possession with any other parties
- 19.1.2. not conduct, nor permit or suffer any other person to conduct, any illegal or immoral act on the premises, nor any act that may invalidate any insurance policy taken out by the school in relation to the premises.
- 19.1.3. not allow unauthorised persons to enter the site or facilities by ensuring adequate supervision is available at all times.
- 19.1.4. ensure that all hired areas are left clean and tidy and that all litter is removed from site or placed in the bins provided.
- 19.1.5. not consume food or drink in the Sports Hall or Gym, with the exception of water.
- 19.1.6. no alcohol is permitted to be sold or consumed in any part of the premises without obtaining prior permission from the School and the appropriate licence.
- 19.1.7. ensure the school's policy of no smoking on site is adhered to at all times.
- 19.1.8. ensure cars are parked in the areas designated for that hiring and that they are not causing an obstruction of the highway, entrances or other vehicles.
- 19.1.9. ensure that the behaviour of all persons participating is of an acceptable standard and does not interfere with the school, other hirers, neighbours or local residents.
- 19.1.10. they do not remove the school's property from the site.
- 19.1.11. not display any advertisement, signage, banners, posters or other such notices on the premises without the prior written agreement from the school.
- 19.1.12. observe the maximum capacity rules of the part(s) of the premises being hired and not allow this to be breached.
- 19.1.13. A hirer must ensure that the premises are used with care and report any faults or damage to the member of site staff on duty before leaving the site.
- 19.1.14. Animals, except in the case of guide dogs and hearing dogs, are not permitted on site.

20. GDPR

The schools Data Protection and Confidentiality Policy can be found on the schools website.

Hire Rates & Discounts 2022/23

	Monday to Saturdays				Sundays			
	Rate / 1st Hr 2022/23	Rate Sub Hrs 2022/23	Minimum Hire Charge		Rate / 1st Hr 2022/23	Rate Sub Hrs 2022/23	Minimum Hire Charge	
			1 hr	2 hrs			1 hr	2 hrs
Car Park (on its own)	<i>rate to be negotiated on application</i>							
Classroom	£32.24	£28.20	£54.10	£74.78	£48.71	£40.59	£72.59	£93.05
Computer Room(s)	<i>rate to be negotiated on application</i>							
Dining Room	£30.61	£26.73	£54.10	£74.78	£46.36	£37.22	£72.59	£93.05
Drama Studio & Changing Room	£35.68	£31.56	£54.10	£74.78	£52.27	£44.55	£72.59	£93.05
Harding Hall	£37.22	£33.11	£54.10	£74.78	£56.01	£46.81	£72.59	£93.05
Library	£32.24	£28.20	£54.10	£74.78	£48.71	£39.80	£72.59	£93.05
Main Hall	£38.92	£34.73	£54.10	£74.78	£58.23	£49.39	£72.59	£93.05
Music Practice Room	£16.24	£12.17	£54.10	£74.78	£24.92	£17.41	£72.59	£93.05
Sixth Form Common Room	£35.68	£31.57	£54.10	£74.78	£53.52	£44.46	£72.59	£93.05
Tech Rooms (ex. equipment)	<i>rate to be negotiated on application</i>							

Notes:

- Car Park:** FOC if used in conjunction with a room hire
- Equipment/Furniture:** FOC if used in conjunction with a room hire e.g. OHP, Urn, Chairs, Tables, Piano
- Public Liability Insurance:** If a hirer does not have their own insurance, this will be charged at 10% of the total hire cost

Discounts:

- Second/Third Large Hired Space Discount:** 25% discount will be applied to the charge for a less expensive 2nd/3rd large space hired E.g. Main Hall and Dining Room, 25% will be taken off the total hire charge of the Dining Room.

Hiring Rates & Discounts 2022/23

	Rate /Hour Monday to Saturday	Rate / Hour Sunday	Discount Applied
Sports Hall (Four Badminton Courts)			
Five a Side Football	£48.25	£62.09	n/a
Private	£41.34	£55.15	n/a
Club	£30.99	£41.37	25%
Gym			
Private	£30.32	£45.58	n/a
Club	£22.75	£34.16	25%
Courts - Tennis (6)/Netball (5)			
Private	£21.36	£32.09	n/a
Club	£16.42	£24.07	25%

Notes:

Changing Rooms: Unless required by the school these are available at no additional cost. It should be noted that a hirer would not have exclusive use.

Floodlights:

- Full court charge £4.82 per hour } includes a ½ hr warm up/run down time.
- Half court charge £2.64 per hour }

Public Liability Insurance: If a hirer does not have their own insurance, this will be charged at 10% of the total hire cost

Sports Equipment: Use is included in the cost of the booking, but does not cover consumable items such as balls and rackets; it is the hirer's responsibility to provide these.

Discounts

1. Multiple Court Hire Discount

If 3 or more courts are booked then a charge is only applied to the first 2 courts.

2. Sports Development Scheme Discount

Definitions for Sports Development Discount Scheme

a. Club

A recognised sports club that is affiliated with the relevant national governing body and has the a Youth Development Policy and open membership

b. Commercial

Any group that does not fall under the above definitions.

If you think, you are eligible for a discount then please complete an application form along with your Booking Form.

Aylesbury High School

Application for Sports Development Discount Scheme



Name of Group or Club: _____

		Delete as Appropriate	
1.	Is your group/club recognised as a non-profit making organisation?	Yes	No
2.	Does your group/club have a formal constitution? If yes – is a copy enclosed?	Yes	No
3.	Will your group/club make a profit from any of these bookings?	Yes	No
4.	Does your group/club have either a: <ul style="list-style-type: none"> • Sport or Community Development Plan? • Youth Development Plan for under 18's? If yes – please state key objective(s): _____ _____ _____ _____ _____	Yes	No
Please provide a copy of a plan within 3 months (help with this can be obtained from your supporting Governing Body)			
5.	Is your group/club affiliated to an appropriate Sports or National Governing Body? If yes – please state which Governing Body _____	Yes	No
6.	If your group/club is coaching are your coaches qualified with an appropriate Governing Body? If yes – which qualifications are held? _____ _____ _____ _____	Yes	No
9.	Is membership open to all sectors of the general public?	Yes	No

Aylesbury High School

Application for Sports Development Discount Scheme



10. Does your group/club specifically cater for the following:

- | | | |
|--|-----|----|
| • People who have a disability? | Yes | No |
| • People who are over 60 years of age? | Yes | No |
| • People who require tertiary health care i.e. Clinical Rehabilitation? | Yes | No |
| • Developing formal links with schools to develop sport?
(proof must be provided) | Yes | No |

Signature

Signed by (Please use capitals)

Date

Position in the Club/organisation

	Delete as Appropriate	
For Office Use Only		
• Copy of Formal Constitution supplied:	Yes	No
• Copy of one of the following has been supplied:		
○ Sports or Community Development Plan	Yes	No
○ a Youth Development Plan for under 18's	Yes	No
• Copy of Public Liability Insurance certificate supplied:	Yes	No
• A Hiring Form has been signed:	Yes	No
• Requested Safeguarding evidence has been provided (if applicable):	Yes	No
• 25% discount awarded:	Yes	No
• Period discount will apply:	From:	
	To:	
Additional Comments:		
<hr/>		
<hr/>		
<hr/>		



Premises Licence

Premises Licence Number

05/01715/LAPRE (PR0511)

Premises Details

Postal address of premises, or if none, ordnance survey map reference or description, including Post Town, Post Code

Aylesbury High School
Walton Road
Aylesbury
Buckinghamshire
HP21 7SX

Telephone number 01296 415237

Where the licence is time limited the dates

Not applicable.

Licensable activities authorised by the licence and the times the licence authorises the carrying out of licensable activities

Provision of Facilities for Dancing	Monday to Saturday	12:00 - 00:00
Performance of Live Music	Monday to Saturday	12:00 - 00:00
Performance of Recorded Music	Monday to Saturday	12:00 - 00:00
Other Entertainment falling within Act	Monday to Saturday	12:00 - 00:00
Provision of Facilities for Dancing	Sunday	12:00 - 22:00
Performance of Live Music	Sunday	12:00 - 22:00
Performance of Recorded Music	Sunday	12:00 - 22:00
Other Entertainment falling within Act	Sunday	12:00 - 22:00
Performance of a Play	Monday to Saturday	12:00 - 23:30
Performance of a Play	Sunday	12:00 - 22:00

The opening hours of the premises

Opening Hours	Monday to Saturday	12:00 - 00:00
Opening Hours	Sunday	12:00 - 22:00

Annex 1 – Mandatory conditions

Annex 2 –Conditions consistent with the operating schedule

1 CONDITIONS FOR PUBLIC ENTERTAINMENT

Hours of Opening

1. The licensed premises shall not be kept or used for public music and dancing or other public entertainment of a like kind except between the hours specified in this licence.
2. The licensed premises shall not be kept or used for public music and dancing or other entertainment of a like kind on Christmas Day.

Maximum Capacity

3. The maximum capacity of the licensed premises is:

Harding Hall:	200 persons.
Assembly Hall:	270 persons - tables and chairs. 400 persons - closely seated/standing.

Staff

4. (a) The licensee or some responsible person nominated by him in writing, not being a person under 18 years of age, shall be in charge at, and present in, the premises at all times when the public are on the premises for the purpose of ensuring that the conditions of the licence are properly observed.

(b) In the case of premises which are managed by voluntary organisations and which are hired out from time to time to other organisations for public entertainments, a person should be nominated as responsible for both the entertainment and safety arrangements. It is recommended that the hirer fulfils the following conditions:-
 - (i) is 18 years of age or over;
 - (ii) signs a written undertaking to accept responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions of the entertainment licence relating to management and supervision are met;
 - (iii) possesses a full copy of the licence conditions for the premises;
 - (iv) ensures that he receives instructions and training in respect of fire regulations and evacuation;
 - (v) carries out a safety check in respect of exit doors and escape routes; and
 - (vi) provides such attendants as may be required under these conditions and instructs them as to their essential responsibilities in the event of fire or other emergency.

Furthermore all voluntary management committees should be encouraged to provide instruction for their committee members and booking secretaries in emergency procedures at least once every year.

Exhibition of Hypnotism

- 5 No person shall give at the premises (otherwise than as provided by Section 5 of the Hypnotism Act 1952) any exhibition, demonstration or performance of hypnotism, mesmerism or any similar act or process which produces or is intended to produce in any other person any form of induced sleep or trance in which the susceptibility of the mind of that person to suggestion or direction is increased or intended to be increased, unless authorised by the Council and subject to appropriate additional conditions.

Control and Conduct of Premises

- 6 (a) The licensee shall, to the best of his ability, maintain and keep good order and decent behaviour in the premises at all times the premises are being used for the purpose of the licence. In particular the licensee shall ensure that none of the following shall take place:
 - acts of violence against person or property and/or the attempt or threat of such acts.
 - unlawful possession and/or supply of drugs controlled by the Misuse of Drugs Act 1971.
 - (b) The licensee shall ensure the music provided at the premises shall not cause a nuisance to nearby residents and any form of amplification shall be so controlled by the licensee as to prevent such a nuisance.
 - (c) No poster, advertisement, photograph, synopsis or programme shall be displayed, sold or supplied anywhere by or on behalf of the licensee which is unsuitable for general exhibition. If the licensee is notified by the Council in writing that it objects under this rule to a poster, advertisement, photograph, synopsis or programme, it shall not be displayed, sold or supplied.
- 7 (a) The licensee shall take all reasonable precautions for the safety of the public, the performers and employees and shall retain control over all portions of the premises.
 - (b) If the premises are being used for ice skating (whether on ice or a synthetic surface) or roller discos or similar entertainment to music, a fully equipped First Aid point shall be provided to the satisfaction of the Council. The First Aid point shall be clearly identified by proper signposting and shall be staffed adequately by a person who has been trained by and holds a current First Aid certificate issued by an organisation whose training and qualification for First Aid have been approved by the Council.

Provision of Toilets

8. Such number of separate water closets and urinals for persons of each sex as may be required by the Council shall be available free of charge.
9. Adequate washing facilities with hot and cold running water as may be required by the Council shall be available for use by the public and performers.
10. All sanitary and washing facilities shall be kept clean and in good working condition.

Cleanliness

11. All parts of the premises and any yard of such premises shall be kept in a clean and wholesome condition to the satisfaction of the Council.

A sufficient number of suitable receptacles with properly fitting covers shall be provided to the satisfaction of the Council for the purpose of receiving rubbish, dust and refuse from the premises. The receptacles shall be maintained in a clean and wholesome condition to the satisfaction of the Council and shall be kept in positions approved by the Council.

Exits

12. The premises shall be provided with the following exits:

- | | |
|----------------|---|
| Harding Hall: | 2 x 1525mm double doors at side of hall direct to open air. |
| | 2 x 825mm doors rear of hall direct to open air. |
| | 2 x 825mm doors front of hall direct to open air. |
| | 1 x 1525mm double doors to entrance lobby, then via 2 x 1525mm double doors to open air. |
| | 1 x 825mm door from projection room direct to open air. |
| Assembly Hall: | 1 x 1525mm double door left of stage to passageway, then via 2 x 1525mm double doors to open air. |
| | 1 x 825mm door left rear of hall to passageway, then via 1 x 1525mm double doors to open air. |
| | 2 x 1525mm double doors to entrance lobby, then via 4 x 1525mm double doors to open air. |
| | 1 x 900mm outward opening direct to open air. |

13. All exits for use by the public in leaving the hall shall be maintained free from obstruction and be clearly indicated by exit notices to the current British Standard and all such notices shall be illuminated at all times when members of the public are present in the premises.
14. All exit doors and all internal doors leading to exits shall be constructed to open outwards except as provided for in Condition 20.
15. Every door in the building for use by members of the public going from the hall to outside the building shall be so constructed and maintained as to open easily and fully in such manner that the door when open does not restrict the egress of the public.
16. Every door in the building for use by members of the public going from the hall to outside the building shall only be fastened in a manner approved by the Council. Doors fitted with panic bolts shall bear a notice "PUSH BAR TO OPEN" in 100mm block white letters on a dark background immediately below the push bar.
17. All doors and outside gates affording a means of escape for the public which have been permitted by the Council to open inwards shall be kept fastened back in a manner approved by the Council in the fully opened position during the whole time the public are on the premises.
18. All passages, courts, ramps and stairways to which the public have access and which lead from the hall to outside the premises shall, at all times when the public are on the premises, be kept free from obstruction.
19. Doors and openings in sight of the audience, other than exits, which lead to parts of the premises accessible to the public, shall be marked "PRIVATE" or have notices placed over them indicating the use of such parts.

Curtains, Drapes and Other Textile Hangings

20. (a) All curtains or drapes should be of durably flame retarded fabric or inherently flame retarded fabric and should conform with British Standard 5867: Part 2 Fabric Type B.
- (b) Curtains across doorways shall be adequately supported, shall not conceal any notice other than a "PUSH BAR TO OPEN" and shall be arranged as to draw easily from the centre and slide freely. All curtains shall be hung so that they are 75mm clear of the floor.

Seating and Other Furniture

21. (a) Any seating or other furniture, eg tables and chairs, shall be so arranged that there are clear unobstructed gangways not less than 1050mm in width leading directly to exits.
- (b) Upholstered furniture shall be maintained free from tears, rips, etc and should only contain those filling materials specified in the Furniture and Furnishings (FIRE) (SAFETY) Regulations. Upholstered furniture shall not be introduced within the premises unless approval of the Council is first obtained.

Alterations to Premises

22. No alterations shall be made to the premises, either in construction, arrangements of public accommodation, exits, nature of entertainment or otherwise without the prior notification in writing to the Council.

Fire Precautions

23. The following fire appliances shall be provided:

Harding Hall:	1 x carbon dioxide extinguisher in hall area. 1 x fire blanket in hall area.
Assembly Hall:	2 x 9 litre water extinguishers in main hall. 1 x carbon dioxide extinguisher in stage area

24. The fire appliances shall be maintained in proper working order and be available for instant use.
25. All heating appliances and the siting thereof shall be approved by the Council and any open fireplace, stove, gas or electric fire or heating appliance, other than low pressure hot water pipes and radiators, shall be provided with substantial fixed guards.
26. (a) Paper decorations, cotton wool or other combustible materials used to decorate the hall shall be kept well clear of any source of ignition.
- (b) There shall be no unnecessary accumulations of flammable materials in any part of the building.
27. In all parts of the building to which the public are admitted, a means of illumination shall be provided capable of illuminating those parts clearly.

28. A system of secondary or safety lighting shall be used to illuminate all exit signs and those parts of the premises considered by the Council necessary to be illuminated by this form of lighting.

Electrical

29. (a) All electrical installations shall be kept in a sound, clean and safe working condition. The licensee shall supply a certificate as to the condition of the installation if required to do so by the Council. The certificate shall be provided by a competent electrician after his inspection. All electrical installations should be inspected at least every five years.
- (b) One of the following protective measures shall be used for all socket outlets which may be used for the connection of sound amplification and associated equipment:-
- (i) Each socket outlet shall be protected by a residual current device having a rated residual operating current not exceeding 30mA; or
 - (ii) Each individual socket outlet shall be protected by an integral residual current device having a rated residual operating current not exceeding 30mA.

The correct operation of all residual current devices shall be checked regularly by pressing the test button. If the device does not switch off the supply, an electrical contractor should be consulted. At the same time, action should be taken to prohibit the use of socket outlets associated with a faulty residual current device.

Attendants

30. (a) There should be competent attendants on duty during the whole time that the public are on the premises. These attendants should have been specifically instructed as to their essential responsibilities in the event of a fire or other emergency. Account should be taken of the additional responsibility caused by the attendance of disabled persons.
- (b) Attendants should be readily identifiable to the public by means of some conspicuous clothing or marking system which is visible under all lighting conditions. They should carry an effective hand torch in premises where part or all of the public areas may be darkened when the public are present.
- (c) The number of attendants on duty on the premises to assist persons entering or leaving should not be less than 1 for every 250, or part 250, persons present; and
- (i) if the number of persons on the floor or tier is less than 100, there should be at least 1 additional attendant on duty on that floor or tier;
 - (ii) if the number of persons present on any floor or tier exceeds 100, there should be at least 2 additional attendants on duty on that floor or tier.
- (d) Where most of the audience is under the age of 16, the number of attendants on duty should be not less than 1 for every 100, or part of 100, within the auditorium and 1 attendant for every 50, or part 50, above the lowest floor.
- (e) The main duty of attendants is to ensure that safe conditions are maintained in the premises and to achieve this, they should:-
- (i) ensure that no over-crowding occurs in any part of the premises;
 - (ii) keep all gangways and exits clear at all times;
 - (iii) prevent standing on seats or furniture; and
 - (iv) be aware of any special requirements needed to ensure the safe evacuation of the audience.
- (f) The manager should ensure that attendants are trained in fire procedures with the fire

authority being consulted as appropriate. Instruction should include a demonstration of the locations and use of the fire-fighting equipment provided, how to call the fire brigade and evacuation procedures.

Facilities for the Disabled

31. Facilities to ensure disabled persons can visit performances at the licensed premises shall be as follows:-
- (a) disabled persons who are able to leave their wheelchairs in approved positions outside the hall and walk to their seats provided:-
 - (i) admission and the need for a disabled person to be accompanied by an able bodied person, capable of assisting him/her from the hall in case of emergency, shall be at the discretion of the licensee.
 - (ii) any such person accompanying a disabled person shall be seated in a seat adjacent to them.
 - (b) disabled persons unable to leave their wheelchairs provided:-
 - (i) admission should always be at the discretion of the licensee.
 - (ii) the chair shall be of the manually operated or electrically driven type and placed in an agreed position which will facilitate easy evacuation from the premises in case of emergency.
 - (iii) the disabled person shall be accompanied by an able bodied person capable of assisting him/her from the building in case of emergency.
 - (iv) any such person accompanying a disabled person shall be seated in a seat adjacent to him/her.
 - (c) provided that in all cases the admission of a disabled person to any premises shall not be unreasonably refused by a licensee.
 - (d) provided that admission shall be restricted to the ground floor of any premises, unless access to other floors is approved in writing by the Council.

Use of Lasers for Display Purposes

32. (a) Prior to the public use of any laser product, the licensee shall inform the Council in writing, giving 14 days notice of the display.
- (b) The operator of the display laser system shall also inform the Council in writing that the equipment complies with the Health and Safety Executive Guidance Note PM19, "USE OF LASERS FOR DISPLAY PURPOSES". Only equipment which falls within Class 1, 2 or 3A of the said Guidance Note PM19 shall be permitted.

2 CONDITIONS FOR PERFORMANCE OF THEATRE

1. The premises shall be provided with exits at:-

2 x 1525mm double doors from rear of hall to lobby, then via 2 x 1525mm double doors to open air.
2 x 1525mm double doors from stage end of hall to open air, one door on each side of stage.

2. All exits for use by the public in leaving the hall shall be maintained free from obstruction and be clearly indicated by notices bearing the words "EXIT" or "WAY OUT" consisting of plain block

letter not less than 125mm in height and all such notices shall be illuminated at all times when members of the public are present in the premises.

3. All exit doors and all internal doors leading to exits shall be constructed to open outwards.
4. Every door in the building for use by members of the public going from the hall to outside the building shall be so constructed and maintained as to open easily and fully in such manner that the door, when open, does not restrict the egress of the public.
5. Every door in the building for use by members of the public going from the hall to outside the building shall only be fastened in a manner approved by the Council. Doors fitted with panic bolts shall bear a notice "PUSH BAR TO OPEN" in 100mm block white letters on a dark background immediately below the push bar.
6. All outside doors or outside gates affording a means of escape for the public, which have been permitted by the Council to open inwards, shall be kept fastened back in a manner approved by the Council in the fully open position during the whole time the public are on the premises.
7. All passages, courts, ramps and stairways to which the public have access and which lead from the hall to outside the premises shall, at all times when the public are on the premises, be kept free from obstruction.
8. Doors and openings in sight of the audience, other than exits, which lead to a portion of the premises accessible to the public, shall be marked "PRIVATE" or have notices placed over them indicating the use of such portions.

Curtains Across Doorways

9. Curtains across doorways shall be adequately supported, shall not conceal any notice other than a "PUSH BAR TO OPEN" and shall be so arranged as to draw easily from the centre and slide freely. All curtains shall be so hung that they are 75mm clear of the floor.

Seating

10. The maximum seating capacity of 400 persons shall not be exceeded.
11. For closely seated audiences in premises where the seating is not securely fixed to the floor, chairs shall be battened together in lengths of not less than four nor more than twelve chairs wherever more than 250 persons are to be accommodated.
12. The seats in the hall shall be arranged to allow free access to the exits of the hall.
13. All gangways in the hall shall, when the public are on the premises, be kept free from obstruction.
14. No person other than attendants shall be permitted to stand in any gangway, passageway or corridor leading to an exit. Standing may only be permitted in position approved by the Council.

15. The seating shall be so arranged that there are clear, unobstructed gangways not less than 1.1m in width leading directly to exits. It shall be so arranged that no seat is more than 3.75m from any gangway.

Staff

16. The licensee or some responsible person nominated by him in writing, not being a person under 18 years of age, shall be in charge of, and present in, the premises at all times when the public are on the premises for the purpose of ensuring that the conditions of the licence are properly observed.
17. At least one steward, who shall not be the person in charge of the premises, shall be on duty for every 250 or part of 250 persons in the hall.

Disabled Persons

18. Facilities provided to enable disabled persons to visit performances at the licensed premises shall be as follows:-

(a) For disabled persons who are able to leave their chairs in approved positions outside the auditorium and to walk to their seats, provided:-

(i) admission shall be at the discretion of the licensee and shall be restricted to days and times when attendance is not large;

(ii) the chair shall be of the manually operated type and be stored in an approved position;

(iii) the disabled person shall be accompanied by an able bodied person, being a person not under 18 years of age, capable of assisting him or her from the building in case of an emergency;

and

(b) for disabled persons unable to leave their chairs, provided:-

(i) admission shall be at the discretion of the licensee and shall be restricted to days and times when attendance is not large;

(ii) the chair shall be of the manually operated type and placed in an agreed position which is precisely described for each premises dealt with;

(iii) the disabled person shall be accompanied by an able bodied person not being a person under 18 years of age, capable of assisting him or her from the building in case of emergency and who shall be seated in a seat adjacent to the disabled person.

Lighting

19. In all parts of the building to which the public are admitted, a means of illumination shall be provided capable of illuminating those parts clearly.

20. A system of secondary or safety lighting shall be used to illuminate all exit signs and those parts of the premises considered by the Council necessary to be illuminated by this form of lighting.

Fire Precautions

21. The following fire appliances shall be provided:-

Backstage:	1 x 2.5kg carbon dioxide extinguisher. 1 x fire blanket 1 x 9 litre water type extinguisher.
Lobby (main entrance:	2 x 9 litre water extinguisher

22. The fire appliances shall be maintained in proper working order and be available for instant use.
23. All heating appliances and the situation thereof shall be approved by the Council and any open fire-place, stove, gas or electric fire or heating appliance, other than low pressure hot water pipes and radiators, shall be provided with substantial fixed guards.
24. All scenery, draperies, properties and decorations shall be rendered flame retardant in accordance with the attached specification or an accepted national standard and maintained in this condition.
25. (a) Paper decorations, cotton wool or other combustible materials used to decorate the hall shall be kept well clear of any source of ignition.
- (b) There shall be no unnecessary accumulation of inflammable materials in any part of the building.
26. The use of candles or other real flame on the stage shall not be permitted unless essential to the action of a performance when it will be allowed only with the Council's permission.
27. (a) Smoking of the stage, or within the stage area, shall not be permitted unless it is essential to the action of a performance when it will be allowed only with the Council's permission.
- (b) Notices prohibiting smoking shall be prominently displayed in the relevant portions of the stage area.

Electrical

28. All electrical installations shall be kept in a sound, clean and safe working condition. The licensee shall supply a certificate as to the condition of the installation if required to do so by the Council. The certificate shall be provided by a competent electrician after inspection by him.

Stage

29. (a) The curtain(s) provided for the protection of the stage shall be maintained in good order and shall be lowered or drawn at least once in the presence of the audience.

(b) In the case of fire, the curtain(s) provided for the protection of the stage must be lowered or drawn at once. A notice to this effect must be displayed at all curtain release positions.

(c) Exits provided from the stage and dressing rooms shall be kept clear of obstruction and so maintained as to afford the players and persons working back stage a means of safe exit.

Alterations to Premises

30. No alterations shall be made to the premises, either in construction, arrangement of public accommodation, exits, nature of entertainment or otherwise, without the prior notification in writing to the Council.

Performances

31. The premises shall be closed for the public performances of stage plays every Sunday between the hours of 2.00am and .00pm or on Christmas Day, Good Friday and any day appointed for a public feast and thanksgiving.

32. The premises shall be closed for the public performance of stage plays at 11.30pm.

33. A copy of the licence, together with the schedule of conditions, shall be displayed in a conspicuous place on the premises at all times during public performances of stage plays. Authorised officers of the Council may, on production if so required of their authority, at all reasonable times, enter the premises and inspect them with a view to seeing whether the terms, conditions and restrictions on or subject to which the licence is held are being complied with.

34. The powers exercisable by authorised officers of the Council as set out in the foregoing paragraph shall be exercisable also by a police officer who shall not, if wearing a uniform, be required to produce any authority.

35. The licensee shall, to the best of his ability, maintain and keep good order and decent behaviour in the premises during the hours of public performance.

Annex 3—Conditions attached after a hearing by the licensing authority

Not applicable.

Where the licence authorises supplies of alcohol whether these are on and / or off supplies

Supply of alcohol from these premises is not authorised.

Name, (registered) address, telephone number and email (where relevant) of holder of premises licence

Aylesbury High School
Walton Road
Aylesbury
Buckinghamshire
HP21 7SX

01296 415237

Registered number of holder, for example company number, charity number (where applicable)

Not applicable.

Name, address and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol

Not applicable.

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol

Not applicable.

Aylesbury High School

Hiring Booking Form - General Facilities



Hirer's Details

Name of Organisation / Group / Club: _____
 Purpose of Hiring: _____
 Full Name of Hirer: _____ Mr/Mrs/Miss/Other (please state): _____
 Address: _____

 _____ Postcode: _____
 Telephone (Daytime): _____ Telephone (Evening): _____
 Mobile: _____ E-Mail Address: _____

Invoice Address (if different from above)

Name: _____ Mr/Mrs/Miss/Other (please state): _____
 Address: _____
 _____ Postcode: _____

Alternative Contact

Name: _____ Mr/Mrs/Miss/Other (please state)
 Address: _____
 _____ Postcode: _____

Facility Required

Main Hall Harding Hall
 Dining Room Classroom(s)
 Music Room(s) Other Facility (please state)
 Equipment/Furniture Required
 (e.g urn, chairs, tables)
 Day Required: _____
 Start Date of Hiring: _____ End Date of Hiring: _____
 Start Time of Hiring: _____ End Time of Hiring: _____

Public Liability Insurance:

Do you have your own insurance cover: Yes / No
 Policy Number: _____
 Insurance Company: _____
 Copy of Certificate Enclosed: Yes / No

Discount: Does 'Multiple Large Space' apply: Yes/No
Licences: Does your activity require a licence: Yes/No
 (please refer to the Premises Hiring Policy)

Safeguarding Declaration:

Will your hiring on site involve working with children or vulnerable people: Yes / No
 If your answer is yes it is your responsibility, and not the Schools, to ensure the proper supervision and safeguarding of those children or vulnerable people attending your activity on the school's premises.
 By signing this Hiring Booking Form you are confirming that:

- you have in place appropriate child protection policies and procedures and a staff code of conduct
- your staff and volunteers have had Disclosure and Barring Service checks (DBS) carried out at the appropriate levels.
- your staff have been recruited using accepted safer recruiting practices
- should staff and volunteers have any concerns there is an approved procedure that should be followed
- your staff are aware of the Prevent Duty

I am over 18 years of age and I have read the Premises Hiring Policy and I agree to be bound by the terms and conditions therein:

Signed: _____
 Print Name: _____ Date: _____

For Office Use Only:

Booking Approved: _____ (to be signed by Headteacher or authorised official)
 Level of Discount Applied: (if applicable)

Office Copy / Hirers Copy

Aylesbury High School

Hiring Booking Form - Sports Facilities



Hirer's Details

Name of Organisation / Group / Club: _____
 Sporting Activity: _____
 Full Name of Hirer: _____ Mr/Mrs/Miss/Other (please state): _____
 Address: _____

 _____ Postcode: _____
 Telephone (Daytime): _____ Telephone (Evening): _____
 Mobile: _____ E-Mail Address: _____

Invoice Address (if different from above)

Name: _____ Mr/Mrs/Miss/Other (please state): _____
 Address: _____
 _____ Postcode: _____

Alternative Contact

Name: _____ Mr/Mrs/Miss/Other (please state)
 Address: _____
 _____ Postcode: _____

Facility Required

Sports Hall Please Tick
 Gym
 Tennis Courts Please Enter
 Netball Courts Quantity
 Floodlights (2 courts) Please Tick
 Floodlights (4 courts)

Day Required: _____

Start Date of Hiring: _____

End Date of Hiring: _____

Start Time of Hiring: _____

End Time of Hiring: _____

Equipment Required (+ Quantity): _____
 (Please note rackets and balls are not included)

Changing Room Access Required: Yes / No

Public Liability Insurance:

Do you have your own insurance cover: Yes / No
 Policy Number: _____
 Insurance Company: _____
 Copy of Certificate Enclosed: Yes / No

Sports Development Discount

Is your application attached: Yes / No

Safeguarding Declaration:

Will your hiring on site involve working with children or vulnerable people: Yes / No

If your answer is yes it is your responsibility, and not the Schools, to ensure the proper supervision and safeguarding of those children or vulnerable people attending your activity on the school's premises.

By signing this Hiring Booking Form you are confirming that:

- you have in place appropriate child protection policies and procedures and a staff code of conduct
- your staff and volunteers have had Disclosure and Barring Service checks (DBS) carried out at the appropriate levels.
- your staff have been recruited using accepted safer recruiting practices
- should staff and volunteers have any concerns there is an approved procedure that should be followed
- your staff are aware of the Prevent Duty

I am over 18 years of age and I have read the Premises Hiring Policy and I agree to be bound by the terms and conditions therein:

Signed: _____

Print Name: _____ Date: _____

For Office Use Only:

Booking Approved: _____ (to be signed by Headteacher or authorised official)

Level of Discount Applied: (if applicable)

Office Copy / Hirers Copy



FIRE EVACUATION PROCEDURE

Outside of School Hours

The fire signal is a continuous sounder, if this is heard; EVERYONE must evacuate the building immediately.

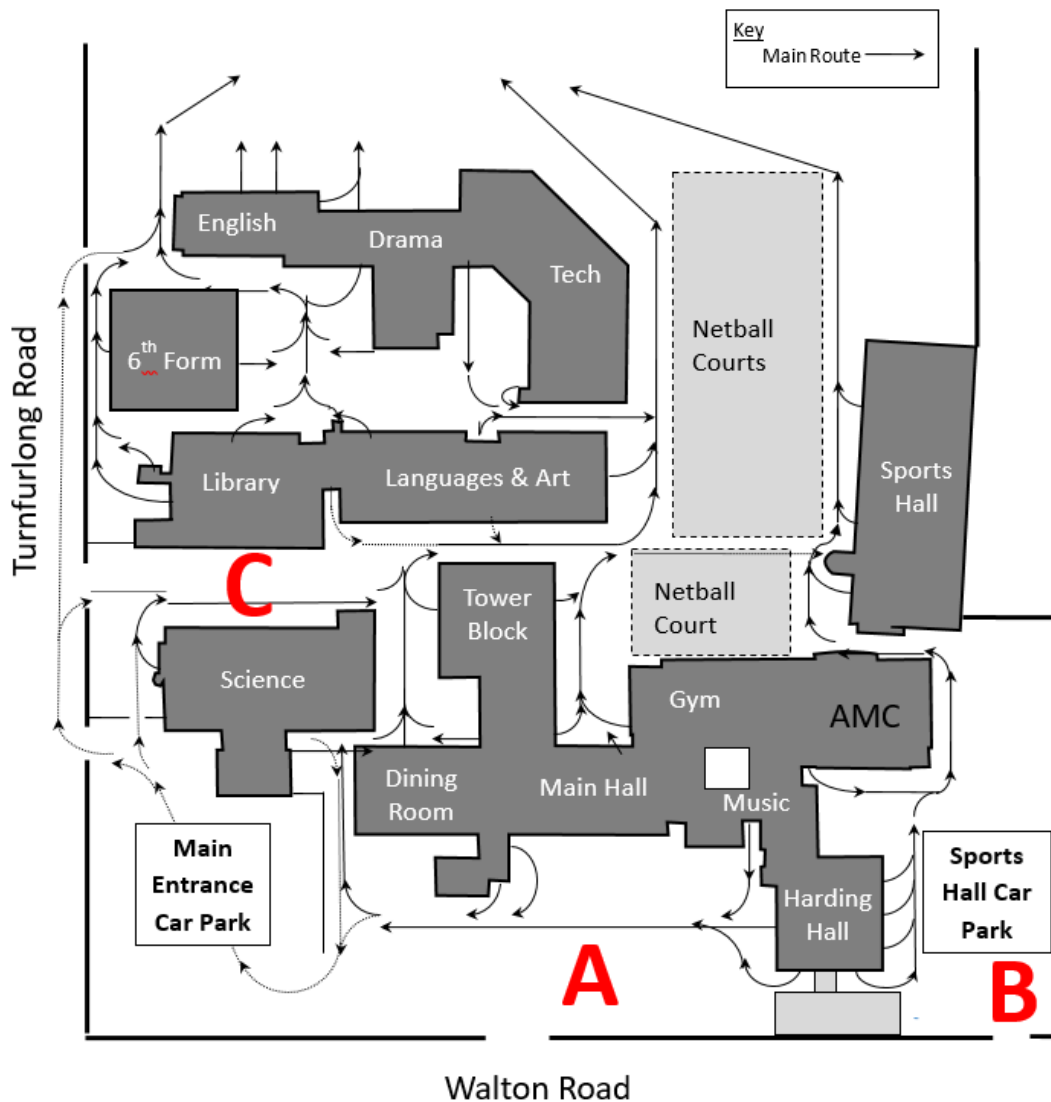
- Exit via the nearest Fire Exit.
- As soon as it is safe, inform AHS site staff of the emergency.
- Make your way briskly to the assembly point, (see plan below)
- If your route is blocked, use an alternative.
- Do not obstruct Emergency Vehicle Access.
- Do not re-enter any building, until you have been instructed by a school representative that it is safe to do so, (Silence of the bells does not mean it is safe to return)

Assembly Points for FIRE Evacuation Procedure

A – Outside Main Entrance, paved area.

B – Drop-off point, just inside Sports Hall Car Park

C – Turnfurlong, Paved area



Important Information when Calling the Emergency Services

1. **School Address** – Aylesbury High School, Walton Road, Aylesbury HP21 7SX
2. **Exact Location in School** – What Car Park