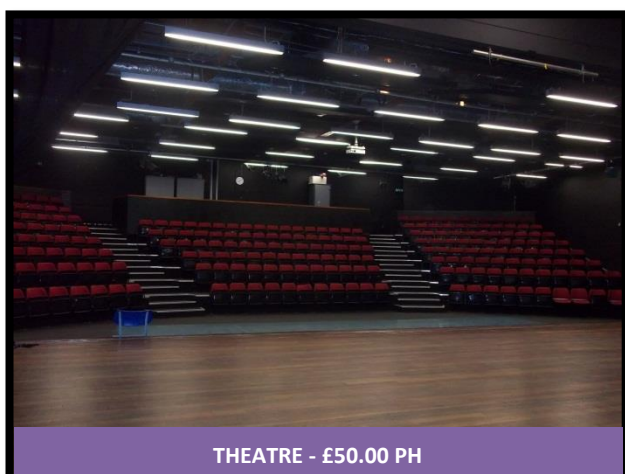


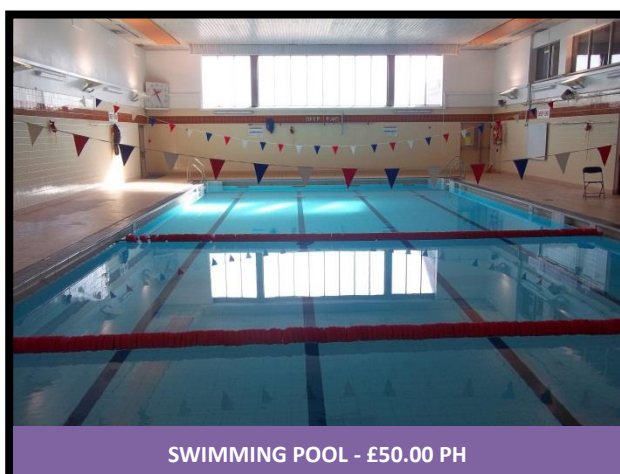


**DUKE'S**  
ALDRIDGE ACADEMY

# LETTINGS POLICY AND HIRE AGREEMENT



THEATRE - £50.00 PH



SWIMMING POOL - £50.00 PH



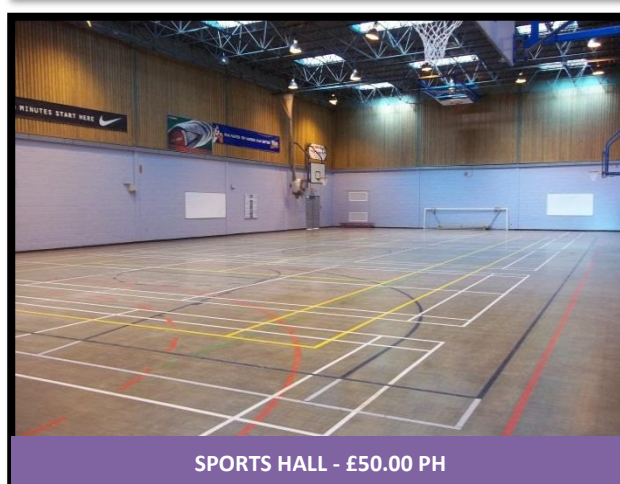
MULTI-PURPOSE HALL - £120.00 PH



FULL PITCH - £48.00 PH / HALF PITCH £35.00 PH



DRAMA STUDIO - £50.00 PH



SPORTS HALL - £50.00 PH

For further enquiries, please contact Nadira Latchana on 0208 275 4830 or [www.dukesacademy.org.uk/lettings/](http://www.dukesacademy.org.uk/lettings/)

## FACILITIES HIRE:

Monday – Friday after 5pm | Saturday – Sunday 8:30-23:00 (all subject to availability)

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## **I.0 CONDITIONS OF HIRE**

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### **I.1 TERMS & REFERENCES**

- “The Owners” means the Governors of Duke’s Aldridge Academy and the Agent means the Administrative staff of the Academy, including the Site Managers.
- “The Hirer” means the person(s) signing the Booking form and in addition any organisation for whom they have stated in such form to be acting. The liability under the hiring agreement of such person and such organisation shall be joint and several.

### **I.2 CONDITIONS OF HIRE**

- Not more than the number of persons in the acceptance of the application form or stipulated in the Agreement shall be allowed in the Academy premises at any one time. (see Section 6 of Hire Agreement)
- Use of the Academy premises or the relevant part thereof and entry thereto is limited to the purposes and times stated on the booking form and no sub-letting is permitted.
- The Hirer is responsible for and shall indemnify the Owners against all damage to the academy premises or equipment occurring during or in relation to the hiring or while persons are entering or leaving the academy premises pursuant to the hire, however and by whosoever caused.
- The Owners shall not be responsible for any loss or damage to any property arising out of the hiring nor for any loss, damage or injury which may be suffered by, or done or happened by any person using the academy premises during or in relation to the hiring arising from any cause whatsoever or any loss due to any breakdown of machinery, failure of supply of electricity or gas, leakage of water, fire, government restriction, requirement of the Local Education Authority or act of nature which may cause the premises to temporarily close for the hiring to be interrupted or cancelled. The Hirer shall indemnify the Owners against any claim which may arise out of the hiring or which may be made by any person reporting to the Academy premises during or in relation to the hiring in respect of any such loss, damage or injury, but a formal written report should be made to the Owners within 24 hours.
- The right to remain on the Academy premises at any time during the hiring is reserved to the Owners and the Agent and any Police Officer.

- The Hirer must secure the preservation of order at all times, and take all reasonable steps to prevent injury, loss or damage to any person or property, on all occasions on which the premises are being used by virtue of such permission. The Hirer must arrange for an adequate number of responsible stewards to be present throughout the period of hire to assist in the preservation of order.
- No bolts, nails, screws, bits, pins, spikes or other objects shall be driven into the fabric or furnishings of any part of the academy premises.
- The Hirer shall at the expiration of the hiring leave the Academy premises in a clean and orderly state. Where equipment and furniture had been provided, the Hirer will ensure that these are in like conditions and in position as found.
- The Hirer shall ensure all property brought into the premises for the purposes of the hiring are removed before the expiration of the hiring. The Owners shall not be responsible for any property left behind and reserve the right to levy a charge whilst it is on the premises or dispose of it.
- No slogans, advertisements, flags, emblem or decorations shall be attached to the outside of the Academy premises whether affixed to the same or freestanding.
- The Hirer shall remove any slogan, advertisements, flag, emblem or decoration displayed inside the Academy premises if in the opinion of the Agent it shall be unlawful, unseemly or libellous or expose the premises to an undue risk or fire or is likely to lead to a disturbance or breach of the peace.
- No exits may be blocked or chairs or obstructions placed in corridors or fire appliances removed or tampered with. The Hirer shall ensure that users of the premises are aware of evacuation procedures and of the locations of emergency exits and fire-fighting equipment.
- No lights or other electrical apparatus shall be connected to the academy electrical supply without prior permission. On permission being granted the Hirer should ensure that all are properly insulated, fused and electrical plugs and sockets are not to be overloaded.
- Cars must be parked in the spaces indicated and should be parked only for the duration of the hire.
- The Hirer is responsible for observing regulations attached to any music and dancing licence and any theatrical productions.
- No alcohol may be consumed on the premises without prior permission from the Owners. All legal requirements regarding the sale and consumption of alcoholic liquor and the performing of plays and the exhibition of cinematography shall be observed and there shall be no infringement of any copyright subsisting under the Copyright Act of 1965. The Owners or the Agent must be furnished with proof that the provisions of the clause have been complied with 48 hours before the hiring. All legal requirements of Gaming and Lotteries legislation shall similarly be observed without infringement.

- All scenery and costume used for stage performances and the like must be fireproofed, in accordance with current legislation.
- The Hirer shall make such provision for such insurance cover as the Owners or their Agent may require, and shall pay all premiums due and produce the policy or policies of insurance 48 hours before the time of the hiring.
- The Hirers of the Hall or any other part of the Academy Premises should ensure that suitably qualified supervision is available and also the users of such facilities must ensure that changing areas, showers and adjacent corridors are kept clean. Additional specific conditions may apply to individual sports areas

### **I.3 HIRE AGREEMENT**

- All bookings must be accompanied by a Hiring Contract
- All bookings must be paid in full seven working days prior to first letting date. A deposit of 25% must be paid and should accompany all completed Hiring Contracts
- The Owners (by themselves or the Agent) reserve the right to terminate with immediate effect any activity, entertainment or meeting which in their opinion is not properly conducted or which may infringe any of the provision hereof in particular any suspected disorder, damage, offence or illegality.
- Cancellation by the Hirer should be in writing and the Hirer must give at least three weeks notice. If less than 3 weeks notice is given of Cancellation there will be no refund of your deposit.

### **I.4 DAMAGE AND /CLEANING DEPOSIT**

- Damage/ Cleaning Deposit of £100 per commercial one off lettings will be payable at the point of booking to cover the potential costs of cleaning or making repairs for damage caused during the hire period. The Academy reserves the right to retain the deposit should the Hire Agreement be breached.
- If damages caused by the hirer exceeds the £100 deposit, the hirer will be expected to pay the remaining amount.

## 2.0 SCHEDULE OF CHARGES

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All charges are calculated by the hour and invoiced to the nearest quarter hour.  
Rates are reviewed annually.

### CHARGES

Multi-Purpose Hall	£120 Per Hour
Sports Hall	£50 Per Hour
Drama Studio	£50 Per Hour
Swimming Pool	£50 Per Hour
<i>The hirer will need to bring their own Lifeguard. He/she must have a valid Lifeguard Qualification.</i>	
Theatre	£50 Per Hour
Kitchen	£25 Per Hour
Full All Weather Pitch	£48 Per Hour
Half All Weather Pitch	£35 Per Hour

### ADDITIONAL EQUIPMENT

Any additional equipment may be arranged / supplied by specific request. All equipment must be requested at least 14 days in advance of the booking.

### EQUIPMENT - SCHEDULE OF CHARGES

Lighting Board	£15 Per Hour
Performance Stage	£100 one off charge {Maximum size 4m x 3m}

Incorporated in the venue hire fee we include the use of 50 chairs and 20 tables.  
For numbers greater than this there will be an additional charge – see below:

### ADDITIONAL CHARGES

Tables	£3 each
Chairs	50p each

### NOTE

These charges apply unless alternative charging has been agreed in writing with The Head Teacher, Academy Business Manager or Governing Body.

## 3.0 HIRING CONTRACT

### APPLICATION FOR HIRING ACADEMY PREMISES

To be completed by the person, aged 18 or over, who will be responsible for the payment of the charges for the use of the accommodation and other facilities and who will give the indemnity required by the Lettings Policy.

This application must be forwarded to the Academy Lettings Manager as early as possible and not less than 14 calendar days before the date of the proposed use. All bookings are subject to available.

*Proof of address and photographic identification must be produced when making the booking. See list of acceptable documents on page 8.*

<b>1</b>	<b>Organisation/Person applying</b>				
<b>2</b>	<b>Person responsible for payment</b>				
	<b>Address</b>				
	<b>Postcode</b>				
	<b>Email</b>				
	<b>Daytime Tel</b>				
	<b>Evening and Mobile Tel</b>				
<b>3</b>	<b>Contact Person (if different from above)</b>				
	<b>Address</b>				
	<b>Postcode</b>				
	<b>Email</b>				
	<b>Daytime Tel</b>				
	<b>Evening and Mobile Tel</b>				
<b>4</b>	<b>Nature or object of meeting/meeting</b>				
<b>5</b>	<b>Room/Hall/Swimming Pool</b>	<b>Start Date</b>	<b>Finish Date</b>	<b>Time of proposed occupation</b>	
				<b>From</b>	<b>To</b>
<b>6</b>	<b>Number of people expected to attend:</b>				



<b>7</b>	<b>Academy equipment requested</b> <i>(Example: Chairs, Tables, Stage – see 4.0 – Schedule of Charges)</i>	
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8. We do/do not intend to sell alcohol (if you do intend to sell alcohol arrangements must be discussed and agreed with the Owners). In circumstances that require a license the person/organisation will need to apply for an Occasional License for the sale and consumption of alcohol and provide the Owners with a copy of the license before hiring commences.

9. On behalf of the organisation/person described in (1), whose authority I have to bind them signing this application, I accept the conditions of hire described in the Duke's Aldridge Academy Lettings Policy (attached) and agree to pay the sum of £ ..... (as specified on the 'Schedule of Charges').

<b>Proof of Identification Shown</b>	<b>Yes</b>	<b>No</b>
Passport		
Driving Licence		
Utility Bill		
Council Tax Bill		
Benefits Letter		

**Please complete form in black ink and Block Capitals**

<b>Signed (Hirer)</b>		<b>Name (Hirer)</b>	
<b>Date</b>			

## **4.0 OWNERS' RIGHTS**

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The Owners reserve the right to ask for an additional but refundable deposit for lettings over £100.

The Owners reserve the right to change and/ or alter at any time these conditions. Accepting of a hire slot and payment of deposits is deemed to be acceptance of these conditions.

### **3. Damage / Cleaning Deposit**

Damage /Cleaning deposit of £100 per Commercial letting will be payable at the point of booking to cover the potential costs with cleaning or making repairs for damage caused during the hire period. The academy reserves the right to retain the deposit should the hire agreement be breached.

### **4. Monitoring and review**

We are aware of the need to review the lettings policy regularly so that we can take account of new initiatives or changes in the law. All policies are reviewed over a two year cycle.

All the conditions of hire apply to the swimming pool additionally;

- The lifeguard provision for the entire period of the hire is the sole responsibility of the hirer who should ensure that any person they employ as a Lifeguard is fully qualified and a copy of an up to date lifeguard certificate will be provided by the hirer no later than 7 days before the hire commences.
- On hire of the swimming pool the Hirer will ensure that appropriately trained and qualified lifeguard staff are available during the entire period of the hire.
- If the Hirer requests a lifeguard provided by the academy, there will be an additional charge of £25 per hour.
- The hirer shall remain responsible for behaviour and supervision of users whilst they are using the changing rooms - the provision of a academy lifeguard is to ensure water safety in the pool only. The owners take no responsibility for accidents, loss or damage outside the pool.
- The period of hire is determined by the length of time the hirer will be using the swimming pool and changing facilities.
- Pool hirers may use our swimming lesson resources during the hire, however, any loss or damage of equipment will be deducted from the hirers deposit.

All the above conditions of hire apply to the kitchen, additionally;

- The hire of our catering facilities / kitchen is made by special arrangement only.
- On hire of the kitchen the hirer will be solely responsible for the health, safety and welfare of the kitchen users during the entire period of the hire and the food consumed. The owners accept no liability for personal injury or loss of life during the entire period of the hire or as a consequence of food consumption which is prepared in the kitchen.
- The catering facilities should be left in a clean tidy condition (as it is found) with all surfaces disinfected and floors cleaned.
- There will be an additional charge for use of academy cleaning materials (washing up liquid, disinfectant or cleaning agents) - this will be calculated, billed separately and taken from the deposit balance at the end of the end of the hire.

# LETTINGS CHECKLIST

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## I.0 GUIDANCE FOR LETTINGS OFFICER

Letting Date			
Arrival Time		Departure Time	
Name of Hirer			
Venue Hired			
Description of Hire			

Additional Equipment requested and agreed:	

<b>Any Special Arrangements:</b>

### Notes for Lettings Officer:

There is a lettings checklist which you will need to go through with the Hirer on arrival and again on departure. The lettings checklist is important because deposits will be reimbursed on the basis of this information. Work your way through the checklist ticking off all the elements as you discuss them with the Hirer. Once the checklist is complete it should be signed by you and the Hirer.

## 2.0 LETTINGS CHECKLIST

Below is a list of vital information which will help your letting at Duke's Aldridge Academy run smoothly and safely. It is important that you and the Lettings Officer spend a few minutes at the start of the letting going through this list to ensure you are familiar with our building and safety arrangements. The Lettings Officer will also go through the list at the end of the letting and sign it off to confirm that the building has been left in a fit state as outlined in the lettings policy.

Description	L.O	Hirer
<b>Areas of hire:</b> Go through the areas that have been hired and the restricted areas		
<b>Fire Evacuation:</b> Go through fire evacuation procedures and the sound of the fire alarm. Hirer has responsibility to clear the venue		
<b>Security:</b> The hirer is made aware of security of the premises and the need to have the entry and exit doors supervised throughout the let		
<b>First Aid:</b> Hirer made aware of access to emergency first aid equipment if required and the requirement to report any accidents to the Lettings Officer		
<b>Supervision of children:</b> The hirer is responsible for the supervision of children at all times during the let. The health, safety and welfare of children at the venue remain with the hirer.		
<b>Toilets:</b> The hirer is aware of the toilet facilities which have been made available for the period of the hire.		
<b>End of hire arrangements:</b> All equipment replaced and the hire venue cleaned so it is left in the same condition in which it was found. All rubbish to be taken out to the bins.		
<b>Damage to academy building or equipment:</b> In the event of a breakage the hirer should report this to the Lettings Officer, who will inform the Academy Business Manager		

### On Departure:

<b>Venue cleanliness:</b> The venue has been handed back to the lettings officer in a clean and tidy condition		
<b>Damage to academy building or equipment:</b> If there has been damage please complete the 'Damage to Building, Room or Equipment' document		

<b>Signed (Lettings Officer)</b>		<b>Signed (Hirer)</b>	
<b>Date</b>		<b>Date</b>	

### 3.0 DAMAGE TO BUILDING, EQUIPMENT OR ROOM

Description of Damage to Building/Room

Description of Damage to Equipment	

I, the undersigned, agree that there has been damage to the \*building/room/equipment as detailed above.

**\*delete as appropriate**

<b>Signed (Hirer)</b>		<b>Signed (Lettings Officer)</b>	
<b>Date</b>		<b>Date</b>	