



## **RIDGEWAY PRIMARY ACADEMY**

### **LETTINGS PACK**

Thank you for requesting a lettings pack.

Please take time to read the Conditions of Hire and Special Conditions, then complete your Application Form and return it to the School Office with a copy of your Third Party Insurance Certificate.

All other items are due 14 days before the commencement of the Hire Period

You must return the application form and a 50% deposit 14 days before hire is due to commence. We also require a copy of your third party insurance certificate.

**RIDGEWAY PRIMARY ACADEMY LETTINGS  
SCALE OF CHARGES  
2015 – 2016**

| ROOM                                     | WEEKDAYS BEFORE 10PM |         |         |         |                |                 |
|--|----------------------|---------|---------|---------|----------------|-----------------|
|  | 1 hour               | 2 hours | 3 hours | 4 hours | 1/2 day        | Full day        |
| <b>Main Hall</b>                         | 12.00                | 20.00   | 30.00   | 40.00   | 50.00          | 100.00          |
| <b>Classroom</b>                         | 5.00                 | 10.00   | 15.00   | 20.00   | 25.00          | 50.00           |
| <b>Community Lounge</b>                  | 7.50                 | 15.00   | 22.50   | 30.00   | 37.50          | 75.00           |
| <b>*Playing Field</b><br>Discounted rate | 10.00                | 20.00   | 30.00   | 40.00   | 50.00<br>45.00 | 100.00<br>90.00 |

| ROOM                                    | WEEKENDS |         |         |         |                |                 |
|---|----------|---------|---------|---------|----------------|-----------------|
|   | 1 hour   | 2 hours | 3 hours | 4 hours | 1/2 day        | Full day        |
| <b>Main Hall</b>                        | 15.00    | 30.00   | 45.00   | 60.00   | 75.00          | 150.00          |
| <b>Classroom</b>                        | 7.50     | 15.00   | 22.50   | 30.00   | 37.50          | 75.00           |
| <b>Community Lounge</b>                 | 10.00    | 20.00   | 30.00   | 40.00   | 50.00          | 100.00          |
| <b>Playing Field</b><br>Discounted rate | 10.00    | 20.00   | 30.00   | 40.00   | 50.00<br>45.00 | 100.00<br>90.00 |

**IMPORTANT NOTES:**

- Playing Field – hire is weekends and holidays only – discount of 10% offered if booked for 4 hours or more per day
- Admin fee of £7.50 is charged on all bookings
- 50% deposit is required with your booking form, receipt will be issued upon full payment
- full payment due 14 days after letting or if a term letting within the first 4 weeks of hire
- **Please note you must include clearing up time in your booking**
- Cleaning up – please ensure all areas used are cleaned up, if additional cleaning is required by the Site Manager then a charge of £15 will be incurred
- Weekdays lettings – an additional charge of £20 if letting finishes after 10pm
- Half day letting is 8.00am to 1.00pm or 1.00pm to 6.00pm
- Full days letting is 8.00am to 6.00pm
- Classroom hire is after 4pm in term time
- Community Lounge – there are no toilet facilities when school is closed so we are unable to hire this after 6pm
- Charities/fundraisers – discounts are made for these organisations, please email [sbm@ridgeway.leics.sch.uk](mailto:sbm@ridgeway.leics.sch.uk)

**In advance of Ridgeway Primary Academy agreeing to a letting by an external group, the group must have:**

- Signed a lettings agreement
- Agreed charges
- Confirmed the names of all adults involved in activities with children and provided a CRB clearance for each person
- Provided evidence of insurance cover
- Confirmed in writing the dates that they will be 'hiring' the premises

**Indemnity and conditions of hire**

1. To indemnify Ridgeway Primary Academy and the Governors against the consequences of any authorised performance of a copyright work during the period of hire of the school premises and to complete the returns required by the Performing Rights Society, Phonographic Performance Limited, The Copyright Licensing Agency Limited and all other similar bodies.
2. To pay 50% deposit with the Application (lettings) form. Cheques should be made payable to Ridgeway Primary Academy. If payment is not made then the Governors reserve the right to cancel the hiring. Balance is due upon receipt of invoice and payment made within 14 days.
3. During the period of hiring, the Hirer shall be held responsible for all damages, losses, claims and costs arising out of the use of the premises. The Hirer shall indemnify the Governors from and against any expense, liability, loss, claim or proceedings including claims for personal injury to or the death of any person whatsoever. Whether arising under any Statute or at Common Law or out of the course of or caused as a result of the hiring except where due to the negligence of The Academy and the Governors or their respective servants or agents.
4. The following conditions must be complied with:
  - a) No preparation to be applied to the floors
  - b) Intoxicants shall not be brought onto the premises without prior written approval of the Governors which may be given subject to the following conditions:
    - I. Consumption of alcohol without sale will be permitted subject to the Governors being satisfied that excessive quantities of alcohol will not be made available and that an excessive number of persons will not be attending the function for the purpose of consuming alcohol.
    - II. If the sale of alcohol is proposed this will only be permitted under the authority of an Occasional Licence or an Occasional Permission granted by the appropriate Magistrates Court for the area.
    - III. The Hirer will be required to produce the Occasional Licence or an Occasional Permission to the Governors not less than 14 days before the hiring.
  - c) The Hirer will comply with the terms of the Public Entertainment Licence conditions applicable to the premises or hiring/function where there is to be any dancing, music or entertainment of a like kind.
  - d) There must be no interference with school equipment.
  - e) Fires and stoves must be left safe with the minimum of fire burning and no interference with any central heating system is allowed.
  - f) The premises shall be vacated at the end of the hiring time specified overleaf or at such later time as may be permitted by the Governors.

5. The premises shall not be hired to the following organisations.
  - a) The National Front
  - b) The New National Front
  - c) The British Constitutional Movement
  - d) The British Movement
  - e) The League of Saint George
  - f) Column 88
  - g) The British Democratic Party
  - h) The British National Party
  - i) Any other organisation which has racist aims
  
6. The Governors may cancel any hiring if in their opinion the organisation by or on behalf of which the premises are hired has racist policies regardless of the stated reason for the hiring of the premises. In such event the Governors shall incur any liability to the Hirer whatsoever other than to return fee paid by the Hirer in respect of such cancelled hiring.
  
7. If the Hirer cancels the hiring of the premises for any of the dates shown overleaf, then the Governors will be entitled to retain the whole of the hiring fee paid in respect of the cancelled hiring provided that if notice of the cancellation of a hiring is received by the Governors at least 14 days before the hiring was to take place then the Governors may at their absolute discretion repay to the Hirer an amount not exceeding 50% of the hiring fee.
  
8. Special Conditions: See separate form
  
9. A copy of your third party indemnity insurance certificate must be attached to the application to hire form.
  
10. Where the letting is an after school activity which finishes before 6pm the provider must present the school with a list that contains the name of all the children attending.
  
11. In the event of cancellation it is the provider's responsibility to inform those taking part in the activity and the school that the activity will not take place.
  
12. Fire Evacuation – All providers must keep a register of all adults and attendees. In the event of a fire, you must sound the alarm and leave the school by the nearest exit and congregate on the top playground until you get the all clear. It is the responsibility of the provider to contact the Fire Brigade and the Site Manager is informed that there is a fire.
  
13. Serious Injury – We advise all providers to carry a mobile telephone. The office will be unlocked and the telephone is available (press line 1 for an outside line). For minor injuries the first aid box is available in the hall.
  
14. Seeing children off the premises – You must not leave the premises until all children have been collected. You should have a contact number for each child.
  
15. Child Protection – You should have a child protection policy and must be clear about how to deal with any child protection issues if you are a group that children attend.

16. If any of your group has a disability that needs to be taken into account prior to the letting please inform the school.
17. If cleaning has to be carried out by the Site Manager after a letting then an additional charge of £15 per hour will be incurred.
18. All groups that use the premises must ensure that the front door is locked at all times to ensure that un-authorized persons are not able to enter the premises to ensure that school equipment does not go missing. If the door is left open and equipment is found to be missing the hirer will be liable for a charge to replace missing items.
19. Hirers must not use any equipment in the school unless they have prior agreement with the Site Manager.
20. Members of your group must not be allowed to wander around the school after the Site Manager has left. Hirers should ensure that their group members do not access parts of the school which have not been hired. This is to protect our children's work and equipment. Any damage or theft will be charged to the Hirer.
21. All children must be escorted to the toilets to ensure their own safety.



**APPLICATION TO HIRE PREMISES**

**GOVERNORS OF RIDGEWAY PRIMARY ACADEMY**

**THE RIDGEWAY, MARKET HARBOROUGH, LEICS., LE16 7HQ**

|                      |  |
|----------------------|--|
| Name of Applicant    |  |
| Address              |  |
| Telephone Number     |  |
| Name of Organisation |  |
| Aims of Organisation |  |

I wish to apply to hire the premises as detailed in the Schedule below for the purpose shown above and in consideration of the hiring being granted I undertake on behalf of both myself and of the organisation I represent to indemnify Ridgeway Primary Academy in the manner overleaf and to observe the conditions of hire contained therein.

Signed: ..... Date: .....

| Facility | Day of the week | Dates to | Dates from | Time to | Time from | Total Hours |
|----------|-----------------|----------|------------|---------|-----------|-------------|
|          |                 |          |            |         |           |             |
|          |                 |          |            |         |           |             |
|          |                 |          |            |         |           |             |
|          |                 |          |            |         |           |             |
|          |                 |          |            |         |           |             |
|          |                 |          |            |         |           |             |
|          |                 |          |            |         |           |             |
|          |                 |          |            |         |           |             |

**Documents enclosed**

Lettings form  Insurance certificate  Special conditions form

**Office Use only**

|                    |          |                           |
|--------------------|----------|---------------------------|
| Charge for letting | Invoiced | Supporting Documents seen |
|                    |          |                           |

**Special Conditions (for groups operating children’s activities)**

The Governors require the names of all adults responsible for your group and that they have a current Disclosure and Barring Certificate (DBS).

| Names of adults attending group | Telephone Number | DBS number |
|---------------------------------|------------------|------------|
|                                 |                  |            |
|                                 |                  |            |
|                                 |                  |            |
|                                 |                  |            |
|                                 |                  |            |
|                                 |                  |            |
|                                 |                  |            |
|                                 |                  |            |