



The Kingfisher Schools Federation

Barnby and North Cove CP
Beccles Road
Barnby
Beccles
Suffolk NR34 7QB

Tel / Fax No: 01502 476230

**Terms and Conditions for
Hire of School Premises**



Notes to Charges [*add or delete as appropriate*]

All charges are payable in advance and include VAT at the current rate where applicable.

A session is 1 hour unless otherwise specified. A minimum of 2 hours must be booked for weekends.

Hourly rates refer to 55 minutes usage and 5 minutes change over.

In addition to the standard charges there will be an extra amount to reflect the hourly rate of the custodian. Saturday rate will be time and a half for custodian (this also applies to after 6pm weekdays). Sunday rate will be double time for custodian.



Barnby and North Cove CP
CONDITIONS FOR THE HIRE OF SCHOOL PREMISES

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CHARGES AS AT 2012

Hire Cost £10.00 and Caretaking - £8.50 per hour

Flat £20.00 per hour for first hour
£10.00 per hour thereafter

WEEKEND RATES

Same as weekdays plus Caretaking Fees

Minimum booking time 2 hours

(Also include any school specific information, e.g. adjoining room not included, if required £00:00 per session)

Barnby and North Cove CP
CONDITIONS FOR THE HIRE OF SCHOOL PREMISES

1 AVAILABILITY

Educational buildings and facilities are generally available when not required by the Local Education Authority for the purposes of Primary, Secondary, Special, Further and Adult Education, or the provision of a Youth Service.

Use of these premises is subject to various conditions, regulations and charges.

2. APPLICATION

Application forms, available from the school, should be submitted to (specific person or department) at the school.

Applications will be considered on their merits, taking into account: considerations such as the preservation of law, order, public safety and the availability of other suitable local accommodation, particularly that provided at public expense and where caretakers are required to supervise. Where an unincorporated Association wish to have school buildings and facilities, an officer of the Association must make the application personally.

If your application is accepted it will become a firm booking only on receipt of your completed and signed application form and deposit of 25% when you have



Barnby and North Cove CP CONDITIONS FOR THE HIRE OF SCHOOL PREMISES

In exceptional circumstances it may be necessary for the school to cancel a booking, in which case the deposit will be returned. As much notice as possible will be given, generally not less than seven days, and where possible alternative accommodation will be offered. The Local Education Authority and school governors will accept no liability in respect of communications incurred by the user due to such cancellation.

Charges

Letting fees are reviewed regularly and are charged by the school. In certain circumstances payment in advance may be required.

Alcoholic Drinks

Express approval by the Head Teacher/Governors is required if alcoholic drinks are to be sold or even consumed on the premises. **THE SELLING OF ALCOHOL REQUIRES A LICENSE.** It is the responsibility of the hirer to obtain the licence and a copy must be provided for the school.

Unconsumed liquor, bottles, bottle cases, glasses and similar articles must be removed from the premises immediately after the function has ended. See also: Use of Halls, etc.

Insurance

Barnby and North Cove CP CONDITIONS FOR THE HIRE OF SCHOOL PREMISES

and dancing or entertainments of a like shall only be held if such a license is in force.

Performing Right License

No copyright, dramatic or musical work shall be performed or sung without the license of the owner of the copyright. The hirer shall indemnify the Authority and the Governors against any infringement of copyright that may occur during the letting.

A Performing Rights Society Licence is held to cover the Authority's educational premises where entertainments are given, to which a charge for the admission is made. This license does not cover every piece of work and the hirer must ensure that, where the Performing Rights Society does not hold a copyright any royalties due have been paid. A hirer is required to provide at the end of each week, by post, on forms obtainable free from the Society (or from Suffolk County Council Education Department Endeavour House Ipswich Suffolk) a list of all the musical works, whether published in manuscript, performed at the premises vocally, instrumentally, or electronically, or entertainments for which a charge for admission is made. The form should be returned direct to the Performing Rights Society Ltd., 29/33 Berners Street, London, W1P 4AA.

d. Justices Licenses

Alcoholic drinks shall only be brought on the premises if



Barnby and North Cove CP
CONDITIONS FOR THE HIRE OF SCHOOL PREMISES

d. **Gymnastic Apparatus**

Gymnastic apparatus may not be used unless specific permission has been obtained from the Headteacher, who must be satisfied that adequate supervisory arrangements will be made for its use.

e. Where school premises or equipment are to be used for activities that require specialist skills, an appropriately qualified person shall be available to ensure such activities are carried out in a safe manner.

6. **REGULATIONS AND CONDITIONS FOR USE OF THE MAIN HALL.**

These regulations and conditions are in addition to the General Conditions.

Scenery, costume and drapes used for stage performances or the like must be fireproofed. Advice on fireproofing may be obtained from the County Architect, St Edmund House, Rope Walk, Ipswich. The school may cancel or postpone the booking, at any time, on the advice of the County Fire Officer.

No exits may be blocked or chairs or obstructions placed in corridors. Fire appliances must not be tampered with or removed other than for fire fighting purposes.

The user shall not exceed the licensed seating and/or dancing capacity of the premises, which are as follows: -

All persons seated at tables - 78 maximum

Dancing and refreshments - 100 maximum

Dancing only - 156 maximum

Barnby and North Cove CP
CONDITIONS FOR THE HIRE OF SCHOOL PREMISES

The hirer shall indemnify the Local Education Authority and the Governors when signing the application form against any claim for bodily injury or loss, of damage to property (real or personal) whether belonging to the Authority or to any other person if said loss, damage or injury is either caused by the negligence of the hirer or by the negligence any other person using the premises with his permission.

Parent Teacher Associations also need to ensure that adequate insurance arrangements have been effected - the National Federation of PTAs, 1 White Avenue, Northfleet, Gravesend, Kent offers literature including sections on insurance, and individual school PTA may wish to contact them directly for information in respect of benefits available through membership. See also the range of insurance offered through the County Treasurer.

Organisations should also consider whether staff and helpers should be protected by personal accident insurance/employers liability etc.

e. **Cleaning**

The hirer is responsible for ensuring that premises are left in a clean and tidy condition, including replacing any furniture that may have been moved. Any additional expense incurred by the school in the moving and replacement of furniture and equipment, or extra cleaning



Barnby and North Cove CP
CONDITIONS FOR THE HIRE OF SCHOOL PREMISES

property. No changes to fixtures or fittings should be made to property. No changes to fixtures or fittings should be made to the fabric without prior approval.

The hirer must use only that part of the building hired and must observe any instructions given by the Custodian concerning the area available. The hirer is not entitled to use or enter the premises at other than the agreed times, unless prior arrangements have been made with the School.

The hirer shall be responsible for ensuring that good order is kept on the premises and approaches thereto, immediately before, during and immediately after the agreed period of use. The school reserves the right:

- to have a representative present at any function
- to inspect the proceedings at any time
- to put a stop to any entertainment or meeting not properly conducted or liable to cause offence.

The hirer shall be deemed to be the nominated responsible person to be in charge of, and upon the premises at all times during the period of the letting. The nominated responsible person must comply with the following conditions: -

Up to 100 persons - 2 stewards

One extra steward for each additional 50 persons on part

Barnby and North Cove CP
CONDITIONS FOR THE HIRE OF SCHOOL PREMISES

4. METHODS OF PAYMENT

An invoice will be sent from the school and payment should be made within 30 days. Cheques should be made payable to Suffolk County Council.

For one off events payment may be asked for in advance. If payment is made in cash, the payer should ensure that a receipt is obtained; if a receipt is required for payment by cheque, this will be provided on request.

VAT

The prices quoted in the Scale of Charges are all inclusive of VAT at the current rate where applicable.

VAT on sports facilities is not applicable if the following conditions are met and adhered to:

Pre booking of a series of 10 or more lettings to an organisation, over the playing season for the sport or for at least 3 calendar months, whichever is the less.

Lettings must not be less frequently than once a fortnight (except for school holiday breaks)

The complete series of lettings must be paid for, whether or not the option to use the facilities is exercised on every occasion.

REGULATIONS AND CONDITIONS FOR THE USE OF SPORTS FACILITIES.

These regulations are in addition to the General Conditions

Playing Fields may be used for normal sporting activities

