

Dean Valley Community Primary School



Dean Valley
Community Primary

Letting Policy

Person responsible for Policy
Written/Reviewed
Date for next Review

Vicky McPherson

Charges

	Community Rate			Commercial Rate		
	Weekday 6pm - 9am	Weekend 9am - 6pm	Weekend 6pm - 9am	Weekday 6pm - 9am	Weekend 9am - 6pm	Weekend 6pm - 9am
Main Hall - price per hour	£12.50	£12.50	£12.50	£15.00	£15.00	£20.00
Kitchen - light use per session	£5.00	£5.00	£5.00	£7.00	£7.00	£7.00
Kitchen - full use per session	£10.00	£10.00	£10.00	£15.00	£15.00	£15.00
Caretaker's help (Set up/take down chairs and tables) Per hour	£10.00	£10.00	£10.00	£15.00	£15.00	£15.00
Stage (Putting up/taking down)	£15.00	£15.00	£15.00	£20.00	£20.00	£20.00
Lock up	£15.00	£15.00	£15.00	£15.00	£15.00	£15.00
Cleaning if required pay to a full hour per hour	£10.00	£10.00	£10.00	£12.50	£12.50	£12.50

Community = Bollington Town Council, Charities, local community groups

Commercial = businesses, parents, parties

Booking Form			
Contact Details			
Name			
Organisation			
Address			
Phone Number			
Email			
Function Details			
Type of Function			
Date/s Required			
Times Required	Start Time Including clearing up time		End Time Including clearing up time
Expected Attendance			
Equipment Required		Facilities Required	
Tables	Y/N	Caretakers Assistance	Y/N
Chairs	Y/N	Kitchen Facilities Full	Y/N
Stage	Y/N	Kitchen Facilities Light	Y/N
Projector Screen (You will need to provide own laptop and projector)	Y/N	If using Alcohol Facilities, please state the name and address of the person responsible for providing your bar services and who has obtained Personal Liquor Licence:	Y/N
Urn	Y/N		
Cups and Saucers	Y/N		
		Lock up	Y/N
Any Additional Requirements			

CONDITIONS OF HIRE DEAN VALLEY PRIMARY SCHOOL

Please read carefully. This now forms the agreement of conditions of hire between the hirer and Dean Valley Community Primary School (DVCPS)

Please tick where appropriate:

- a. I/We agree to vacate the premises at the time stated on the booking form.
- b. I/We agree to leave the premises clean & tidy (cleaning equipment to use will be left out in the hall)
- c. I/We the Hirer (organisations) will arrange appropriate public liability insurance cover for the said hiring on terms acceptable by the DVCPS /Council and prior to the hiring will produce to the DVCPS /Council an insurance cover note relating to such insurance and evidence of payment of the insurance premium. Such public liability insurance shall be for a minimum sum of £5,000,000.00 and shall relate to all risks and be subject to such conditions as are required by the Council Yes/No

A copy of your public liability insurance and risk assessment must be attached to this booking form.

- d. I/We the Hirer agree to indemnify DVCPS from and against all costs, claims, losses, damage or proceedings:
 - (i) Arising from any death, accident, injury or damage to any person whatsoever which may arise out of or in consequence of my/our use of the premises (except insofar as resulting from any act or neglect done or committed during the period of hire by the DVCPS and/or its employees and except losses or claims in respect of which the DVCPS indemnified by its insurers where insurance cover is provided by the Council under paragraph (c.)
 - (ii) Relating to any property referred to in paragraph (e.) (except in so far as proved to have arisen due to the neglect of the DVCPS or its employees)
 - (iii) Arising from any breach of any conditions of this agreement and loss of or damage to property of the DVCPS arising during or by reason of this hire agreement
- e. I/We the Hirer shall be responsible for any loss, theft or damage relating to any property brought onto the premises by reason of the hiring whilst on the premises
- f. I/We the Hirer shall comply with all the provisions of the Licensing Acts and local police regulations which are in force in the Cheshire East Authority.
- g. I/We the Hirer agree to and undertake to pay to DVCPS any monies due in advance of the hire.
- h. I/We the Hirer shall comply with all relevant regulations regarding the safety of electrical equipment and shall ensure that all or any electrical equipment used during the hire, whether within the Hirer's direct control or not, has been inspected and

tested as appropriate and shall produce on request the relevant test certificate to DVCPS.

DVCPS reserve the right to refuse to allow electrical equipment into the premises if it believes that the equipment on the date of hire fails to reach the required standard

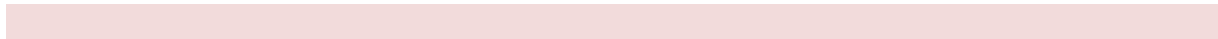
j. Health & Safety - Hirers must be aware of their responsibilities under the Health & Safety Act and should fully appraise themselves with the DVCPS Safety Manual.

k. It is now against the law to smoke anywhere in the building, this includes the entrance lobby

l. All cheques must be made payable to DVCPS

m. I/We have read and will comply with all the requirements as laid down in this application.

Signed: _____ Date:



Training & Supervision			
Does the activity taking place require:		If yes are there enough qualified instructors/leaders to run the event?	Y/N
a) Qualified instructors/ leaders	Y/N	If children are attending are there enough adults to supervise the activity?	Y/N
b) Specialist training?	Y/N		
Please list the types of training received? (E.g. safeguarding & protecting children training, food hygiene training, coaching qualification.)			
First Aid			
Do you have enough Qualified First Aiders to cover the activity and the numbers of attendees		Y/N	Do you have enough First Aid Kits?
			Y/N
Please note that the use of any items from the First Aid Kit on site needs to be reported to DVCPS by the hirer. The accident book situated in the kitchen needs to be completed in the event of an accident.			

Equipment	
<input type="checkbox"/>	Please tick here to confirm all equipment that you bring on site is fit for purpose and in a good state of repair.
<input type="checkbox"/>	If the equipment is electrical please confirm it has a valid "PAT TEST" for electrical safety by ticking here

Public Liability	All hirers must hold suitable Public Liability insurance to the minimal value of £5million, copies of the insurance must accompany the booking form. Please refer to the "conditions of hire" for complete details.
Sign	
Date	

Dean Valley Community Primary School expects hirers of the School to apply a common sense approach to health and safety when using the facility. To help comply with the conditions of hire please complete the risk assessment form for your particular activity/use of the School. If your organisation or group have their own health and safety policy and risk assessments, then please include them as well.