

Hiring of Premises Policy  
Agreed by Resources Committee 11.3.19  
Policy will be reviewed biennially and charges will be reviewed annually



**St Laurence-in-Thanel**  
**Church of England**  
**Junior Academy**  
*Believe, Achieve and Aspire!*

---

# **HIRING OF PREMISES**

**'In God's eyes we Believe, Achieve, Aspire'**

### **HIRING OF PREMISES – CONDITIONS OF HIRE**

#### **1. PAYMENT OF DEPOSIT AND HIRE CHARGE**

- (i) A deposit of £20 should be paid on acceptance of the booking for “One Off” bookings. The deposit will be refunded subject to the conditions of the room/hall.
- (ii) The hire charge shall be the sum stipulated in the Agreement, which the hirer shall pay in full to the school, at least 14 days in advance. If the hirer fails to pay the hire charge by the due date the school may cancel the booking and retain the deposit.
- (iii) All cheques in payment of the deposit or the Hire Charge shall be made payable to “St Laurence-in-Thamet Church of England Junior Academy”.

#### **2. CHARGES**

The scale of charges is revised with effect from 1<sup>st</sup> September each year. The school shall invoice regular bookings monthly in advance.

#### **3. CANCELLATION BY HIRER**

If the arrangements to use accommodation are cancelled by the hirer and five clear days’ notice is given of such cancellation, the school shall have the right to retain a sum equivalent to one quarter of the total fees paid, subject to a maximum of £20. If less notice than five days is given, the school may retain the whole of the fees paid. When regular weekly/monthly bookings have been made, cancellation will result in a negotiated fee according to the opportunities available for re-letting the facility.

#### **4. CANCELLATION BY SCHOOL**

The school reserves the right to cancel any hiring.

#### **5. THE HIRING PERIOD**

- (i) The hirer shall not enter the Hall/Rooms as hired, prior to the commencement time and shall vacate the Hall/Rooms by no later than the determined time shown in the Agreement (“the Hiring Period”). If the hirer shall occupy the hall for any time in excess of the hiring period the hirer shall be liable to pay to the school an additional hire charge plus any additional expenses incurred by the School on account of such excess occupation.
- (ii) On days when the school is in session, no article (such as pianos, tables, flowers, etc) may be delivered to the school before 4.30pm on the day of use, unless arrangements are made with the Head Teacher for their early delivery.
- (iii) Alcohol may be available at private functions where no sales occur and therefore no Occasional License is required. No alcoholic drinks may be sold in the hall during the occupation of the hall.
- (iv) All rubbish, empty containers, crates etc must be removed from the premises by the user immediately after the letting has taken place and before the Site Manager locks up. Furniture and Equipment is to be left as found unless other arrangements have been made with the Site Manager or Business Manager.

Hiring of Premises Policy  
Agreed by Resources Committee 11.3.19

Policy will be reviewed biennially and charges will be reviewed annually

6. **STATE AND CONDITION OF THE HALL**

- (i) The Hirer shall leave the Hall/Rooms and the furniture, fittings and equipment, as they found them and cleared of all dirt, rubbish and debris on termination of the Hiring Period and shall pay to the school the cost of cleaning and clearing any dirt, rubbish and debris left by the Hirer, repairs to the Hall/Rooms or replacement of damaged, broken or missing items incurred by the School in consequence for the Hirer failing to observe and perform this Condition.
- (ii) Arrangements for security if needed will be made with the hirer and caretaker before booking is accepted.
- (iii) The use of materials for preparing floors for dance and the wearing of shoes likely to damage floors is prohibited.
- (iv) There is a NO SMOKING policy in the school.

7. **INSURANCE**

- (i) All individuals/groups/organisations hiring County Council premises must have Public Liability Insurance with a minimum limit of indemnity of £5m any one incident to cover claims arising out of their negligence. This will apply irrespective of whether the hirer is a non-commercial or commercial undertaking. Use of the premises cannot go ahead until the school is satisfied that the hirer has met the Council's insurance requirements.
- (ii) Non-commercial hirers can arrange cover in one of two ways. Firstly, groups and organisations may well already have blanket liability cover for their activities. Provided that the cover meets our minimum requirements, and the hirer is able to produce documentary evidence of same from their insurers or insurance brokers, there is no need for them to be covered by our Hirers' Liability Policy. If, however, they do not have their own cover or the cover is inadequate, then insurance must be arranged through the Hirers' Liability Policy. Cover is not automatic and can only be taken out by the school charging the hirer 3.15% of the hire charge in addition to the hire charge and recording this in their books.
- (iii) Commercial undertakings cannot insure through the Hirers' Liability Policy and must produce evidence of their cover from their insurers or insurance brokers. The County Council cannot provide top-up cover if the existing cover is less than the minimum £5m requirement. The prospective hirer would have to arrange any increase of cover with their insurers.
- (iv) A commercial hirer is regarded as a person/organisation which hires the premises and may made personal financial gain or business profit from the hire.
- (v) Non-commercial hirers would be regarded as social clubs/associations, registered charities carrying out fund raising activities, scouts, guides, cubs, brownies, private parties, wedding receptions, etc.
- (vi) The Hirer must complete a risk assessment form before a booking can be accepted. Forms available from the school office (Appendix 1).
- (vii) The legal liability of Events Committee whilst organising fund raising activities for the school is automatically covered by the Authority's general Combined Liability Policy, so there is no need to take out 'Hirers' Liability cover.

Hiring of Premises Policy  
Agreed by Resources Committee 11.3.19

Policy will be reviewed biennially and charges will be reviewed annually

8. **OTHER CONDITIONS**

- (i) The number of persons using the premises shall not exceed the number authorised which is 120.
- (ii) No guarantee is given in respect of the number of chairs available at the school.
- (iii) The premises shall not be used for any purpose other than that for which agreement has been granted nor shall any areas of, or furniture/equipment in, the school but not included in the letting agreement be used without express permission; in such cases an extra fee may be payable.
- (iv) No public performance of a play nor any cinematograph exhibition nor any public dancing, singing or music or other public entertainment of the like kind shall be performed in the premises unless any necessary licence for the same shall first have been obtained from Thanet District Council and all the necessary measures taken to fulfil the conditions of that licence. It may be that a school Public Performance Licence will cover the situation but this aspect must be cleared in advance. No films shall be used on the premises.
- (v) To meet requirements of the Copyright Designers and Patents Act 1988, any musical performances on the premises are to be notified to the Performing Rights Society Ltd. Where ballet, opera or choral works are to be performed advance permission must first be obtained from the Performing Rights Society Ltd.
- (vi) Vehicles shall not be allowed on the playing fields and no parking which restricts the site managers' or emergency services access will be permitted. Parking on the roadway where restrictions are displayed is not permitted. Control of parking is the responsibility of the user. No responsibility can be taken by the school for any damage to the vehicles sustained whilst in the school grounds.
- (vii) The hirer shall be given an emergency contact number and name of site manager/key holder.
- (viii) Arrangements for security and cleaning will be made with the hirer and site manager before booking is accepted.
- (ix) No flammable substances shall be used on the premises.
- (x) No landlord and tenant relationship shall be established.
- (xi) Heating will be provided during hiring periods at the discretion of the school based on the temperature at the time of the let.

Signed: (Head Teacher/Chair of the Trustees) .....

Date:.....

--

**ST LAURENCE-IN-THANET CHURCH OF ENGLAND JUNIOR ACADEMY**

**BOOKING FORM FOR HIRE OF PREMISES – One Off Booking**

**To be completed by applicant in duplicate: one copy to be retained, one sent back to St Laurence-in-Thamet Church of England Junior Academy**

1. Organisation, club etc \_\_\_\_\_
2. Name and address of applicant \_\_\_\_\_  
\_\_\_\_\_
3. Telephone No: Home \_\_\_\_\_ Work \_\_\_\_\_ Mob \_\_\_\_\_
4. Date and time required (a) Date \_\_\_\_\_ (b) Times \_\_\_\_\_
5. Description of use to be made of premises (eg teaching session, fund-raising event):  
\_\_\_\_\_
6. Maximum number of persons expected to use premises \_\_\_\_\_
7. Accommodation required \_\_\_\_\_  
Cost \_\_\_\_\_
8. Name of insurance company with which insurance will be taken to cover Condition of Hire number 7 \_\_\_\_\_  
Charge for insurance if hirer is not arranging cover: 3.15% of the hire charge
  - A penalty charge of one and a half times the hourly rate will be charged for extra hours after the agreed time.
  - Consideration will be given to requests from charitable organisations for reduced rates.

On behalf of the organisation referred to above, I hereby acknowledge and accept the Conditions of Hire (attached) and agree to pay £20 deposit and the remainder 14 days in advance of booking.

£ \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

	Amount	Paid
Hire Charge		
Insurance		
Total Cost		
Deposit Paid		
Outstanding Balance		

Signed (Head Teacher) \_\_\_\_\_

\_\_\_\_\_

**ST LAURENCE-IN-THANET CHURCH OF ENGLAND JUNIOR ACADEMY**

**BOOKING FORM FOR HIRE OF PREMISES – Regular Booking**

**To be completed by applicant in duplicate: one copy to be retained, one sent back to St Laurence-in-Thamet Church of England Junior Academy**

1. Organisation, club etc \_\_\_\_\_
2. Name and address of applicant \_\_\_\_\_  
\_\_\_\_\_
3. Telephone No: Home \_\_\_\_\_ Work \_\_\_\_\_ Mob \_\_\_\_\_
4. When is the accommodation required? (a) Day \_\_\_\_\_ (b) Times \_\_\_\_\_  
(c) To start from \_\_\_\_\_ (d) Term Time only Yes/No
5. Description of use to be made of premises (eg teaching session, fund-raising event):  
\_\_\_\_\_
6. Maximum number of persons expected to use premises \_\_\_\_\_
7. Accommodation required \_\_\_\_\_  
Cost \_\_\_\_\_
8. Name of insurance company with which insurance will be taken to cover Condition of Hire number  
7 \_\_\_\_\_  
Charge for insurance if hirer is not arranging cover: 3.15% of the hire charge
  - A penalty charge of one and a half times the hourly rate will be charged for extra hours after the agreed time.
  - Consideration will be given to requests from charitable organisations for reduced rates.

On behalf of the organisation referred to above, I hereby acknowledge and accept the Conditions of Hire (attached)

Signed \_\_\_\_\_ Date \_\_\_\_\_

	Amount	Paid
Hire Charge		
Insurance		
Total Cost		

Signed (Head Teacher) \_\_\_\_\_

**ST LAURENCE-IN-THANET CHURCH OF ENGLAND JUNIOR ACADEMY**  
**Newington Road, Ramsgate, Kent, CT11 0QX (01843 592257)**

**HIRING CHARGES**

**WEEKENDS/SCHOOL HOLIDAYS**

AM 9am to 1pm

Hall £45 for an occasional booking  
£40 for a regular booking

PM 2pm to 6pm

Hall £55 for an occasional booking  
£50 for a regular booking

.....  
**DURING TERM TIME**

PM 6.30pm to 10.30pm

Hall £60 for an occasional booking  
£50 for a regular booking

.....  
Small kitchen available for £10 extra per booking  
.....

PLAYING FIELD £12 per hour  
.....

CLASSROOM £25 per session for an occasional booking  
£20 per session for a regular booking  
.....

EVENING EXTENSION £10 for every half hour extra after 10.30pm  
.....

- Where applicable the school charge per hour is £16 for the first hour and £10 per hour thereafter.
- The school reserves the right to revise the above charges without prior notice should this be found necessary at any future date.

**OCCASIONAL EVENING EVENTS MAY REQUIRE AN ADDITIONAL SURCHARGE OF £50**

**PARKING AVAILABLE**

**ALL DAMAGES TO THE HALL OR ANY PART OF THE BUILDING MUST BE PAID FOR**