

Lettings Application Form

William Patten Primary School has the following facilities available for hire:

* The Community Room
* Three main halls (one on the ground, middle, and one on the top floor)
* Classrooms
* Two Playgrounds – KS1 and KS2

Each area can be hired separately or in any combination of areas.

The Governing Body controls the use of the school premises both during and outside the school day. It is the intention of the Governing Body to encourage the community use of schools providing that community uses are self-financing and the school’s budget must not be allowed to subsidies them in any way.

**This policy covers:**

* The rental fees of area/s hired
* The Site Manager’s time (A Site Manager must be on duty at all time)
* The cost of cleaning after an event
* The cost of wear and tear on the school premises
* The cost of amenities – gas, electricity, water, toilets, etc
* Security and Health and Safety cover (public liability insurance)

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**Basis of Charge**

Use of facilities for educational purposes and by community organisations will be charged at the marginal costs as follows:

**Community Use**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Monday – Friday During**  **School Day** | | **Evenings & Weekends (minimum hire 3 hrs)** | |
| **Room** | **Hourly rate** | **All day (6hrs)**  **+ 10%**  **Discount** | **Hourly rate** | **All day (6hrs) + 10% Discount** |
| Lower/Upper Halls | £30 | £25 | £40 | £36 |
| Family Learning Room | £20 | £18 | £30 | £27 |
| Playground | £20 | £18 | £30 | £27 |
| Classroom | £20 | £18 | £30 | £27 |
| Staffroom | £25 | £22.50 | £35 | £31.50 |
| *Refundable deposit of 50% should be added to the cost* | | | | |

**Private Use**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Monday – Friday During**  **School Day** | | **Evenings & Weekends (minimum hire 3 hrs)** | |
| **Room** | **Hourly rate** | **All day (6hrs) + 10% Discount** | **Hourly rate** | **All day (6hrs) + 10% Discount** |
| Lower/Upper Halls | £60 | £54 | £65 | £58.50 |
| Family Learning Room | £45 | £40.50 | £50 | £45 |
| Playground | £45 | £40.50 | £50 | £45 |
| Classroom | £45 | £40.50 | £50 | £45 |
| Staffroom | £45 | £40.50 | £50 | £45 |
| *Refundable deposit of 50% should be added to the cost* | | | | |

A minimum of 3 hours to be charged for hiring out at weekends, this is to cover minimum site management time; it would not be an incentive for staff to work additional hours otherwise.

Please note that on weekends, when two sessions are booked e.g. morning session 9:00a.m. – 12:00p.m and afternoon session at 3:00p.m. – 8:00p.m the gap session of 12:00p.m. – 3:00p.m would need to be paid for in the booking. The actual booking would be 9:00a.m. – 8:00p.m.

Requests to hire a consulting room will be considered and a rate negotiated. Lettings for commercial use must be agreed with the Governing Body and charges above marginal costs may be applied.

**Hirers should:**

* Discuss their requirements with a member of staff at William Patten Primary School to ensure availability
* Make a written application for the use of premises using the booking form and Agreement supplied.
* William Patten Primary School will then issue an invoice to the hirer which will include an additional 50% deposit as confirmation of booking. This must be paid prior to the event by BACS transfer
* Monthly invoices in advance will be issued for long term hire and payments by bacs or standing order is the preferred method of payment.
* **Pay a refundable deposit of 50% on initial invoice**

In the event of cancellation hirers will be expected to pay:

\*\*50% of the booking if less than one week’s notice is given

\*\*100% of the booking if less than two day’s notice is given.

**Checklist**

# Have you enclosed a copy of the following (if applicable)

|  |  |
| --- | --- |
| Insurance Policy  Electrical Safety Certificate | □  □ |
| Performing Rights Society Licence | □ |
| Phonographic Performance Licence | □ |
| Advertising Material | □ |
| Liquor Licence | □ |
| VAT Exemption Form | □ |

Appendix 1

**Booking Form**

**for the Hire of William Patten Primary School**

Date of booking/s:

Exact hours: From To (This should allow for setting up and clearing up time)

From: to:

|  |  |
| --- | --- |
| Room/s required: |  |
| Name of Hirer: |  |
| Address of Hirer: |  |
| Contact number: |  |
| Purpose/s of use: |  |
| Number of people: |  |

List **ALL** additional requirements: lunches / equipment / access / furniture / ICT /

Or repetition of booking required for future dates

**Cost of hire:**

**Plus 50% Refundable Deposit:**

**Total cost:**

**Member of staff with whom booking has been discussed**

**Name and address for invoice:**

**Please return this form and the signed agreement to:**

**William Patten Primary School, Stoke Newington Church Street, London N16 0NX** [**lettings@williampatten.hackney.sch.uk**](mailto:lettings@williampatten.hackney.sch.uk)

**Agreement - The Hirer agrees to the following conditions:**

* The charge will start and end at the time stated in this contract and this will include setting up and clearing up time.
* The hirer will sign in with the Site Manager or Duty Officer upon arrival and together inspect area/s being used. On leaving, the hirer will sign out with Site Manager or Duty Officer and again inspect area/s.
* The hirer is responsible for the code of conduct of the guests i.e. behavior, care of the school resources, use litter bins provided, ensure that the building is left in the condition that it was found.
* The hirer can only use the designated area/s and toilets agreed, they are not allowed to use any other part of the school.
* The Site Manager will be on duty. The Site Manager is responsible for the premises during the hirer period and has the right to ask people to leave the premises at any time that s/he sees fit because of misconduct.
* The School will not take responsibility for any accidents or injuries sustained during the hire of facilities (it would be advisable for the hirer to arrange their own insurance and provide the school with a copy).
* The hirer will be liable for any damages to buildings, furniture or equipment occurring during the event.
* The hire cost must be paid in full by Bacs in advance of the hire date.
* For long term hire there will be an annual review of charges and of the letting agreement.
* Cancellation fees will be charged in accordance with the policy.

Please note,

* + That the school reserves the right to refuse to hire the premises at their discretion
  + The Site Manager and the hirer will check the premises hired before and after the event so that no disputes can arise re damages etc.
  + No cars can be parked in the playground without permission.
  + Cookers, barbecues and any other apparatus that could cause a fire hazard must not be used.
  + No smoking is permitted at any time on the premises. The hirer should ensure this is the case.

I have read and understood the above conditions for the hire of area/s of William Patten Primary School. I agree to abide by these conditions.

Signature:

Address:

Contact no:

**Signed on behalf of William Patten Primary School:**

**LETTING OF SPORTS FACILITIES – VAT EXEMPTION**

The letting of sports facilities is standard rated for VAT purposes.

However if all of the conditions detailed below are met the letting may be treated as VAT exempt.

1. You must be either:
   1. a club,
   2. an association or an organisation representing affiliated clubs or constituent associations, such as a local league.

For an organisation to be recognised as a) or b) above proof must be provided that one or more of the following statements apply

* It is affiliated to a National Governing Body/League
* A membership subscription is charged
* It has designated officials such as a secretary and a treasurer

1. You must book a series of 10 or more sessions in advance
2. Each session is for the same sport or activity
3. Each session is in the same place, although a different pitch, court or lane is acceptable.
4. The interval between each session is at least one day but not more than 14 days. There is no exception for intervals greater than 14 days, which arise through events that can be reasonably predicted such as closure for public holidays. However, if we have to cancel your session due to unforeseen unavailability of the facility e.g. due to bad weather this would not break this condition.
5. The series must be paid for in full whether or not the right to use the facility for any specific session is actually exercised. No refunds can be given in any circumstances.
6. The organisation to which the facilities are let has exclusive use of them during the sessions.
7. VAT exemption is not applicable to any organisation that is run as a profit making business.

I / We have read the conditions outlined above and apply to be exempt from paying VAT as we do fulfil the conditions

Signed Date

On behalf of