

**The Boston Witham
Academies Federation**



LETTINGS POLICY & BOOKING FORM

APPLICATION FOR USE OF BOSTON WITHAM ACADEMIES FEDERATION PREMISES

- Please note that this application will not be a valid document until all parties have completed the relevant sections and have signed. All parties will retain a copy for reference
- The guidance contained within this document should be read and forms part of this agreement.
- Requests for changes from either party must be notified in writing
- All applications and requests for changes should be submitted in writing to:-
 Claire Britchford, Haven High Academy, Marian Road, Boston,Lincs. PE21 9HB
 Or by emailing:- claire.britchford@havenhigh.net

1.CONTACT DETAILS OF HIRING PARTY				
NAME OF GROUP				
MAIN CONTACT NAME				
MAIN ACITIVITIES OF GROUP				
ADDRESS				
TELEPHONE			EMAIL	
2.FACILITIES REQUIRED FOR HIRING				
ACADEMY / ROOM / SPACE REQUIRED	PURPOSE OF HIRING	DAY / DATE	HIRE START TIME AND DURATION	REGULAR / ONE OFF BOOKING
EQUIPMENT / RESOURCES REQUIRED – please tick all required				
<input type="checkbox"/> Marquee <input type="checkbox"/> Tables <input type="checkbox"/> Chairs <input type="checkbox"/> Goals <input type="checkbox"/> Kitchen Facilities – available at select venues. Price on application.				

I _____ agree to the following :

- To abide by the restrictions described in the premises licence for Haven High Academy. To accept responsibility for those people attending my event.
- To cease the playing of music, live or recorded, by midnight. I understand that there is a noise limiter fitted to the main hall at Haven High Academy and that I will ensure anyone providing music for my event is made aware of this.
- To ensure my guests vacate the premises no later than 12.45am
- To ensure guests at my event smoke only in the designated area outside the building.
- To use those suppliers of alcohol as approved by the Designated Premises Supervisor.
- I understand that permission for the supply of alcohol might be withheld if it is felt it breaches the premises licence.
- To ensure that any alcohol consumed is not taken outside the building. All sale of alcohol will finish at midnight.
- Last orders for the bar is strictly 11.15pm
- I will be charged a cleaning fee based on the number of people attending my letting. (Dependant on the day of the letting)
- Temporary Event Notices (TEN's) must not be obtained for any event held at Haven High and the Academies own Premises Licence must be used and adhered to.
- For events where chair covers, sashes, table cloths etc are hired in, it is the hirers responsibility to remove these on the night of the event. Collection can only be arranged during school opening times.
- In the event of a hall booking, the attendance for the letting cannot exceed the maximum capacity, 180 people with tables and chairs and 252 people with the tiered seating.
- All cars must be removed from the premises on the same day as the event. Any cars left in the car park will not be retrievable until the next working day and agreed with the Academy.
- To pay for any damages incurred during my event in accordance with the BWAF Lettings Policy.

I hereby agree to abide by the rules detailed in the Boston Witham Academies Lettings Policy and Premises Licence.

Name:

Signature:

Date:

FOR ACADEMY USE ONLY

Approved on behalf of Boston Witham Academies Federation

Name:

Signature:

Date:

Copies to:

- Claire Britchford
- Finance
- Site Manager

Boston Witham Academies Federation Lettings Policy

To be kept by the Hirer

Aim

To offer the Academies and their facilities to the community whilst at the same time ensuring that a quality educational environment is always maintained.

Terms and Conditions

The hiring is subject to availability of the premises and the priority use is as follows:

- 1) Any special event / activities organised by the Academies
- 2) Community groups
- 3) Other users

All applications, correspondence and matters concerning hire should be made through the Lettings Administrator at Boston Witham Academies Federation.

The hirer shall be the person who signs the application form and will be responsible for the payment for the hiring and will be present / or nominate a named representative throughout the duration of the hiring, ensuring that the conditions of hire are observed.

Boston Witham Academies Federation reserves the right to cancel any hiring, or where possible offer alternative accommodation. In the event of a hiring being cancelled as a result of unforeseen circumstances, the hire charges will be refunded to the hirer. Boston Witham Academies Federation will not be liable to pay compensation for any sustained loss as a result of the cancellation.

A non-refundable £50.00 deposit must be paid to secure all bookings over the value of £300 at any Boston Witham Academies Premise. Payment will be required via BACS, upon receipt of invoice.

A booking is not confirmed, and dates will not be held securely until the completed booking form is returned and deposit paid.

All written quotations are valid for 28-days, after this time the price may be subject to increase at the discretion of The Boston Witham Academies Federation.

All outstanding balances must be paid in full 28 days prior to the booking date. Failure to pay in full may result in your booking being cancelled. Any monies paid will be non-refundable.

In the event of a cancellation, bookings cancelled with less than 12 weeks' notice are non-refundable. Bookings cancelled with more than 12 weeks' notice will receive a refund minus the £50.00 deposit. Cancellations must be received in writing.

Boston Witham Academies Federation, through their officials, always reserve the right to enter the premises.

The kitchen at Haven High Academy is available for hire but not all equipment is included, such as the walk-in fridge/freezers and deep fryers. Please contact Boston Witham Academies Federation for more information on letting of the facilities.

The hirer shall be responsible for any loss or damage to the premise, where the loss or damage occurred during the hire period. The hirer agrees to pay the cost of reinstatement or repairs certified by or on behalf of The Boston Witham Academies Federation.

In the event that the premises are let to political parties or for professional entertainment promotions, it will be necessary for the hirer to obtain their own public liability cover, which must include a property clause extension. A copy of the hirer's public liability will need to be provided to The Boston Witham Academies Federation for approval 28-days prior to the event.

Boston Witham Academies Federation shall not be responsible for any damages to, or loss (including theft) of any property or goods brought, deposited or left on the premises. The hirer must make their own insurance arrangements to cover such items.

Further provision of furniture may be made by the hirer at his/her own expense, subject to not exceeding the maximum stated capacity, and by approval of the letting's administrator.

The hirer shall not use the premises or permit them to be used for gaming or wagering. Other lawful games carried out as entertainment must comply with the provisions of the Gaming Act 1968.

Academy furniture (other than the chairs and tables for use in halls) shall not be moved except by arrangement.

Access to parts of the premises that do not form part of the letting will not be accessible.

Failure to comply with any of the terms of the lease could result in immediate termination and refusal of any future application.

The following are not permitted:

- Bolts, nails or tacks etc driven into any part of the hired premises or furniture thereof.
- Wax or powder preparation on any floor except those used as part of the normal cleaning process.
- Inflammable materials or articles of an explosive nature.
- Animals, except assistance dogs.
- Alteration, addition or variation to any fixtures and fittings.
- Butane or calor gas canisters and articles, which are dangerous or offensive.
- Alcohol, unless booked as part of the letting by Boston Witham Academies Federation

Health and Safety

The hirer shall have public liability insurance where applicable.

The hirer, where applicable, is responsible for providing its own first aid and first aid trained staff.

The sale of any refreshments on school premises must comply with food hygiene regulations and where necessary proof of food hygiene qualifications will be required.

Certain bookings will be required to carry out their own risk assessments before the event can take place. Please contact the Academy for more information.

Licensing requirement

Those who involve children in performances (professional or amateur), or paid sport or modelling, have a legal obligation to apply for a child performance or activities licence when one is required.

Child performance legislation applies to children from birth until they cease to be of compulsory school leaving age (a child remains subject to these regulations until the last Friday in June of Year 11).

It is for the local authority to determine, in each case, whether the performance or activity requires a licence. The person responsible for organising, producing or running the activity or for the production of the performance in which the child is to take part should be the person who applies, in writing, for the licence where one is required and he/she is the holder of the licence once it is issued and accountable for ensuring its conditions are met.

Further information and application forms can be found on www.lincolnshire.gov.uk or contact:

Child Employment & in Entertainment Team
Lincolnshire County Council
Tel: 01522 554990
Email: cee@lincolnshire.gov.uk

Fire Procedures

In the unlikely event of a fire, the evacuation procedure must be followed (which will be explained when booking) and the Site Manager/ nominated person notified.

Please ensure that a nominated adult is the group's Fire Marshall and is aware of all fire exits and the fire procedure.

Anti Social Behaviour

Whilst on the Academy premises, should you suffer any incidents of anti-social behaviour, please call 101.

For emergencies, such as witnessing acts of violence, call 999 immediately.

Covid 19

BWAF premises are "Covid Secure" workplaces and environments and that we insist that any hirer strictly follows government guidance regarding Covid19. This will need to be reflected in the hirers risk assessment.

The following links will assist with adhering to government guidance.

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

Any hirer must disclose any confirmed cases of Covid19 at the soonest opportunity to Extended School Administrator.

BWAF reserve the right to monitor any activities to ensure Covid19 guidelines are being adhered to.

Cleaning Requirements within School:

The hirer will ensure that all cleaning/sanitising to be carried out with a recognised cleaning agent suitable to be used within School.

The hirer will ensure that all necessary Risk Assessments for cleaning and handling cleaning agents have been carried out, and their staff have received the relevant training.

During the day:

The hirer will ensure:

- Toilets used to be cleaned/sanitised once
- Ensure regular wiping down/sanitising of door handles etc
- Ensure regular wiping of tables, chairs, other surfaces etc. in all rooms used
- If any school resources have been used, these are to be wiped/sanitised before being placed back
- Any accidents, spillages etc. are cleaned and wiped up immediately. Any accidents involving fluids, will need to be cleaned immediately following the Hirer's own Risk Assessment to ensure safety of staff, and follow the School's protocol in agreement with the Site Manager.

After use:

The hirer will ensure:

- All rubbish to be bagged and disposed of into the outdoor bins, as directed by the Site Manager
- All toilets used to be cleaned/sanitised
- All surfaces, tables, chairs etc. to be cleaned/sanitised thoroughly
- Classrooms to be hoovered.
- If the hirer does not wish to do this, they will be charged for a contract cleaning company to do this.