

HIRE OF PREMISES POLICY

Introduction

The directors of Gloverspiece are keen to see the premises and grounds used for the benefit of the whole community for a range of reasonable and acceptable purposes including but not limited to: cultural events, festivities and learning.

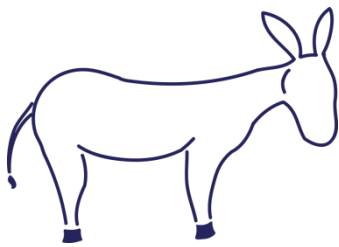
Gloverspiece school operates on the premises of the community care farm, its purpose is to provide the best possible education for its pupils and wishes to be at the hub of our community promoting equality of opportunity in an overall inclusive and accessible environment and this Policy is designed to give access to our facilities whilst keeping with our commitments towards our pupils and community, and also sets out the:

1. Facilities that are made available to our community.
2. Charges for the hiring of the premises.
3. Responsibilities of the directors.
4. Responsibilities of the Users/Hirer.

Considering Applications for Hiring

The directors have delegated the responsibility for the hiring of Gloverspiece premises to the CEO. Where appropriate the CEO may delegate all or part of this responsibility to other members of staff. The CEO will consider the hiring of the premises from any person(s) able to comply with this policy and in deciding whether or not to hire the premises, he/she will have regard to the following:

- The likelihood of any damage being caused to the premises, or neighbouring premises, and any nuisance that may arise, as a result of accepting the booking, including parking in the immediate area.
- The interference with school activities.
- The availability of facilities and relevant premises staff.
- The school's health and safety and child protection policies.
- The specific health and safety issues with regard the number of Users, qualifications of instructors, type of activity and so forth.
- The adequacy of management procedures during the Hire Period.
- The appropriateness of the hiring and if it is considered to be consistent with the ethos of the school.
- The CEO will not hire the premises to organisations or person(s) that encourage racial discrimination and/or disharmony between persons of different religious and or racial groups or are otherwise involved in activities prejudicial to good race relations and strong communities including but not limited to the duty to have due regard to the need to prevent people from being drawn into terrorism.



Safeguarding

The CEO will ensure that those undertaking activities on Gloverspiece premises, that require the hirer to employ staff or use volunteers to work with, or provide services for children, regardless of whether they attend the school or not i.e. supplementary schools; theatre groups; sports activities; cubs and scouts etc. have produced and implemented appropriate safeguarding policies and procedures.

Where the letting is to an individual (i.e. a self-employed tutor) the school will follow the same safe recruitment procedures as if the individual concerned were a member of the school staff, regardless of whether the children to whom they provide a service attend the school or not.

a) It is an obligation of the hirer to confirm that:

Where required Criminal Records Bureau (CRB) or Disclosure and Barring Service (DBS) checks have been carried out on all persons over the age of 16 who work, either in a paid or voluntary capacity, with vulnerable people (children, young people or adults) on the activity or activities it undertakes on the school premises and that these checks demonstrate that they are safe to do so. The Hirer is responsible for ensuring compliance with the CRB/DBS 'Code of Practice' and relevant Brent Local Safeguarding Children Board requirements.

There are policies and procedures in place to address any concerns raised in respect to the welfare or safety of children and young people (e.g. signs of potential abuse are exhibited) and that staff and volunteers will act upon any concerns without delay.

Staff and volunteers are aware of how and to whom they should refer to should any concerns arise and that such information is detailed within their safeguarding policy.

b) The hirer shall be required to provide evidence of the above at the request of the directors, the CEO, or the Council.

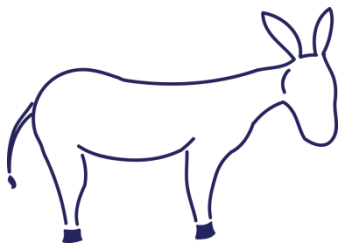
c) The hirer is responsible for supervising any children participating in the activity or activities it undertakes on the school premises until they are collected by a responsible adult from the school premises

d) The hirer must make clear in any advertisement for the service/activity offered on school premises that the school does not endorse, have involvement or responsibility for the service/activity being provided other than emergencies including fire safety.

The following activities fall within the corporate life of Gloverspiece and therefore, the costs arising from the following uses are charged against the school's delegated budget:

- Directors meetings.
- Extra-curricular activities for pupils organised by the school.
- School performances.
- Family learning.
- Parents' meetings.
- Organised events.

The directors reserve the right to require a reference before any booking is accepted and/or decline a booking or application for the hire of the premises. The CEO and the directors in consultation with the appropriate local authorities and in line with health and safety requirements will have the final decision.



Please ensure that you have fully read and understood this policy documentation attached before submitting your application.

E. Charges

The scale of charges is set by the directors and reviewed annually. Details of the latest charges can be obtained on request from the CEO.

A deposit to cover potential damage(s) will also be applicable.

The applicable charges are required to be paid, in full within 14 days before hire. The hiring of the school will not be considered booked until full payment is made. Payment in instalments may be available for block bookings. Please contact the CEO for details.

Cancellation

At least 14 days' prior notice of cancellation must be given to the school. Bookings cancelled within 14 days of an event will incur charges to cover administration costs.

Personal Property

Gloverspiece will not be liable for any damage, injury or loss of property brought to or left in the school premises or school car parks by persons using the premises.

Statutory Requirements, Licenses and Permissions

The Hirer shall adhere to all laws relating to Health and Safety, Equal Opportunities, sale of alcohol and other items, Public Entertainment and noise nuisance. The Hirer shall obtain any license and permission necessary for the event, with or without a paying audience.

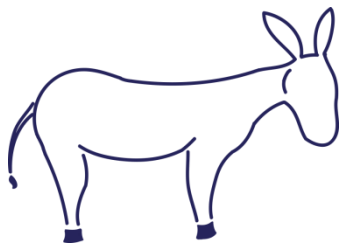
Issuing a Hiring Agreement

Applicants should complete an Application for Lettings Form and submit this to the CEO for consideration. Once a hiring has been approved, a letter of confirmation will be sent to the hirer, enclosing a copy of the Hiring Agreement.

The Hiring Agreement should then be signed and returned to the school. The school shall be in receipt of these signed documents before a hiring takes place.

The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the current scale of charges. Payment will be sought in advance in order to reduce any possible bad debts and a deposit to cover potential damage may be charged. An official receipt will be issued for all payments received.

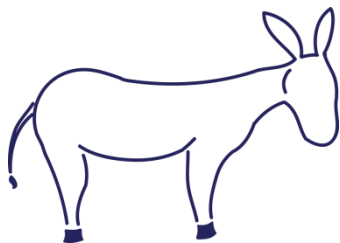
The CEO, has at all times the right to refuse an application, and no hiring should be regarded as booked until approval has been given in writing and payment received in full. The reason for refusals will be recorded at the bottom of the application for lettings form and explained to the enquirer further if requested.



GLOVERSPIECE HIRING APPLICATION FORM

(Please use BLOCK CAPITALS to fill in this form)

Name of of Hirer (person/body/association/etc)		
Address of Hirer		
Postcode		
Phone/Mobile number		
Email		
Website Address		
Hire Details (must include sufficient set up and clear away time)		
Purpose(s) of Hire ("the Event")		
Attendees Total Adults Children		
Single Day Booking Details:	Date: Start Access Time: Finish Access Time: Event Start Time: Event Finish Time: Total Time Required:	
Multiple Day Booking Details:	Start Date: End Date: Start Access Time: Finish Access Time: Event Start Time: Event Finish Time: Total Time Required:	



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Block / Repeat Booking Details:	Frequency/Day (e.g Weekly/Monthly): Start / First Date: End / Last Date: Start Access Time: Finish Access Time: Event Start Time: Event Finish Time: Total Time Required:	
Facilities Required		
Equipment Required	Chairs: Tables: Other:	
Note: The school does not provide any warranty that the premises, equipment and facilities provided are suitable for the intended purpose of the hire. The Hirer is required to satisfy himself/herself that they are fit for purpose.		
<i>Person Supervising and in attendance during the event (if different from above)</i>		
Name		
Address		
Postcode		
Phone Number		
Email		

OTHER DETAILS

(Include details of electrical equipment being brought onto site) Please use the space below to provide further relevant details as necessary (e.g. car parking, electrical equipment being brought onto premises):

REFRESHMENTS

Will Refreshments be served?

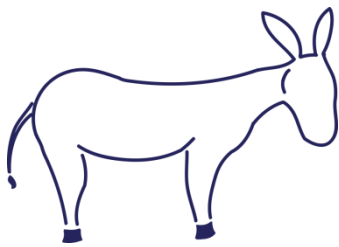
☐ Yes ☐ No

Will Alcohol be consumed?

☐ Yes ☐ No

If YES, will the Alcohol be served or sold?

☐ Served ☐ Sold



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Please Note, if permitted by the school, the relevant licence must be obtained for all events involving the sale of alcohol, gambling and public entertainment. Please contact the school on 07918 026036 for further details.

PUBLIC LIABILITY INSURANCE

☐ Yes I/We already have Public Liability Insurance.

By ticking the box above, the Hirer is confirming and representing to have adequate Public Liability Insurance with a minimum cover of £5 million pounds through a reputable provider and a copy of your insurance certificate has been provided to the School.

Please refer to clause 12 of the Terms and Conditions for details of the level of insurance cover required by the School.

Signatures

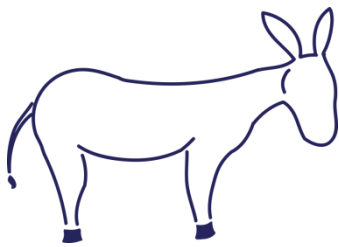
I hereby confirm that I am authorised to sign this Hiring Application Form, have read, understood and accept all the terms and conditions and confirm that I am over 18.

Signature of Hirer:

Date:

Full Name of Hirer:

You will be sent confirmation of whether your application has been accepted or rejected by either post or email. Please note, no hiring will be regarded as booked until the deposit and booking fee is received in full, all requested paperwork has been submitted and a signed approval letter is issued by the school.



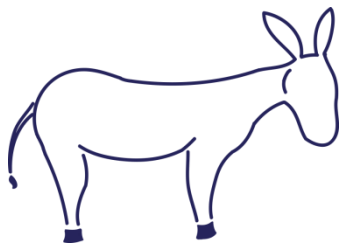
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Reasons For Hiring Rejection/Acceptance

Gloverspiece, third party hirer's liability insurance will apply? ☐ Yes ☐ No
If NO, has adequate evidence of own insurance cover been supplied and retained by the school? ☐ Yes ☐ No
Will the hiring involve working with children/young people? ☐ Yes ☐ No
If YES, has the school followed the safeguarding procedures? ☐ Yes ☐ No
Any other comments? ☐ Yes ☐ No
If yes, please specify...

Date Acceptance/Rejection notification sent? ☐ Yes ☐ No
Date Signed Approval Letter issued? ☐ Yes ☐ No
Date Invoice issued? ☐ Yes ☐ No
Date Signed Acceptance of Terms and Conditions received? ☐ Yes ☐ No
Date Deposit received? ☐ Yes ☐ No
Date Full Fee received? ☐ Yes ☐ No
Date(s) Document(s) requested (e.g. Safeguarding procedures, Employers Indemnity Insurance etc.) received? ☐ Yes ☐ No
Please list documents and dates:

Charges agreed? ☐ Yes ☐ No
The School reserves the right to change these charges without prior written notice.
Deposit £



GLOVERSPIECE HIRING CCONFIRMATION LETTER

Dear [Insert Name of Hirer],

Re: BOOKING REF [xxxxxxxxxxxxx] – Premises Hire. The directors of Gloverspiece Community Care Farm have approved your application, subject to the acceptance of the Hire Agreement attached, for the hire of the school premises on [insert date] between [start time] to [end time].

The facilities that you have permissions to use are:.....

Other facilities and equipment are not to be used without prior permission.

Payment:

Attached is an invoice which covers the booking deposit, booking fee and refundable security deposit. Please note this booking will not be regarded as booked until payment is received.

Payment can be made by bank transfer or debit/credit card. Please request details once the form has been completed and submitted.

Following the hire, and once the school has made sure that the Hirer is not liable for any additional charges, the security deposit will be refunded by debit/credit card.

Contact:

On the date of the hire, the CEO will be your main point of contact. [Lynne Duffy] can be contacted on 07918 036036

Acceptance of Hire Agreement:

Please return the page attached by email to confirm you have read, understood and accepted our Hire Agreement terms and conditions. Yours sincerely, Lynne Duffy, CEO.

I hereby accept the Hire Agreement and for the Hiring of Gloverspiece premises:

Signed (Hirer): _____

Print Name (Hirer): _____

Date : _____

NAME OF HIRER: _____

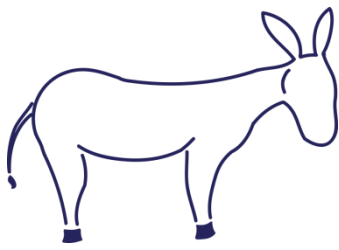
HIRE DATE: _____

HIRE TIMES: _____

BOOKING REF (ONCE ALLOCATED): _____

Process Checklist:

- ☐ Completed Booking Form received by school.
- ☐ Assess suitability of Hirer and activity.
- ☐ Check availability of premises, equipment, staff.
- ☐ If the completed application is from an organisation which will be working with children or young people, check that Gloverspiece has followed the relevant safeguarding procedures, and requested the relevant documentation (see Safeguarding Checklist).
- ☐ Calculate cost of hire, deposit and insurance information.
- ☐ Book the hiring into the Gloverspiece diary with Hirer's name and contact number.



- ☐ Where the booking has been accepted, send letter provisionally confirming the hire to the applicant, along with an invoice to cover the booking fee and deposit.
- ☐ Check that the deposit and charges for the hire have been received.
- ☐ Check booking in diary, arrangements with staff and others where appropriate.

Health and Safety Checklist:

Inform the Hirer of the following:

- ☐ Limits on accommodation and equipment (e.g. out of bounds areas).
- ☐ Emergency evacuation procedures and fire arrangements including location of fire extinguishers, call points and emergency exits.
- ☐ Location of first aid box (if Hirer not providing their own).
- ☐ Location of toilets.
- ☐ Smoking restrictions.
- ☐ Who to inform of any accidents/incidents/damage or hazards
- ☐ In the case of 'block' bookings the person on duty who will inform the Hirer of any Safeguarding Checklist – (including but not limited to):
- ☐ CRB or DBS checks have been carried out on all persons over the age of 16 who work with vulnerable people (children, young people or adults).
- ☐ Contingency arrangements for emergencies.

Post Booking:

- ☐ Caretaking staff to check premises for any damage and fill-in the Premises Condition Schedule.
- ☐ Return deposit if everything reported to be in order. Otherwise, retain deposit and issue a letter to the Hirer explaining rationale for the retention of the deposit.

The Hirer is responsible for informing the School Officer, of any person sustaining injury or loss on the school premises during the Hire Period. This information must be presented in writing to the CEO within 24 hours of the Event or the end of the Hire Period. Any further information required, must be made available promptly on request.

Under 18

No person under the age of 18 years is permitted on the premises without adequate adult care and supervision, in keeping with the necessary legal requirements pertaining to safeguarding, child protection and duty of care.

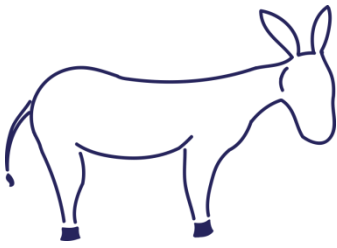
Health and safety

The Hirer will adhere to all Health and Safety requirements as required by Gloverspiece.

17.2 The Hirer is responsible for ensuring that all people using the school premises during the hire period are aware of exits, emergency exits and that the Hirer's staffs know the location of fire-fighting equipment.

The cost of such removal, disposal together with any storage or other costs incurred in having to deal with items not removed at the end of the Hire Period, is chargeable to the Hirer and the Hirer agrees to pay these.

Cancellation and Termination



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The Hirer must give at least ten (10) calendar days' notice of a cancellation or termination of the Hire.

Complaints

Any complaints in relation to the Hire of the Venue by the Hirer must be made in writing to CEO, Lynne Duffy within five Working Days of the matter complained of. If the matter is not resolved, the complaint will be considered in accordance with the School's Complaints Procedure.

Policy Approved By:	Lynne Duffy
Last Reviewed:	March 2024
Next Review Due:	March 2026