



LETTINGS POLICY

(incorporating After School Extra Curricular clubs)

Ratified by Headteacher July 2023
Due for review July 2025
(charges reviewed annually)

Public Sector Equality Duty. We have carefully considered and analysed the impact of this policy on equality and the possible implications for those with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations

INTRODUCTION

The Governors recognise that the primary purpose of the Academy is to provide accommodation for the teaching, learning and welfare of its students. The needs of the students are paramount and will always take precedence over external lettings. When not required by the Academy, the Academy premises:

- represent a significant capital investment and should be fully utilised
- are a valuable community resource
- are a valuable source of income and may be offered for private or commercial usage

Any arrangement to hire out the use of the Academy premises should reflect the nature of a Catholic Academy. The Governors and Academy reserves the right to refuse any lettings it may choose.

Priority Usage

The Governing Body has adopted the following categories of priority user:

- Academy users; e.g. staff and/or parents running paid sessions for staff or students, external clubs (predominantly sports clubs) running sessions for St Peter's students.
- Designated users; e.g. registered charities or community activities.
- Private users; e.g. private businesses, profit making ventures, private functions, and commercial fund raising.

Application for Designated Status

The Governing Body has delegated its power to determine designated status to the School Business Manager who will exercise discretion on their behalf and determine applications. Lettings administration will maintain a list of approved organisations. This does not preclude the School Business Manager from referring sensitive applications to the full Governing Body at his/her discretion.

Conditions of Hire

The Governors have adopted a set of Terms & Conditions under which the Academy premises may be hired. These Terms & Conditions form Appendix 2 to this Lettings Policy.

Administration of Lettings

The Governors recognise that it would be impossible for them personally to vet every applicant or organisation who wish to make use of the school premises. Accordingly, they have delegated the authority to accept applications for hire to the School Business Manager and the Estates Manager. The day-to-day administration of lettings will be operated by the School Business Manager, the Estates Manager and the Finance team.

The Academy will operate a fair lettings policy that does not discriminate on grounds of race, colour, ethnicity, sexuality, gender, age or disability, providing it does not undermine the Catholic ethos of St Peter's.

No member of staff, with the exception of the School Business Manager is allowed to vary the terms and conditions under which the school premises are hired to either individuals or organisations, or to deviate from the Governors' published charging policy.

All formal hiring of the schools premises, including those for which no charge is made, shall be properly documented. Hirers can apply to book the facilities using the Hire/Booking Enquiry Form Appendix 3, once an agreement has been reached a Booking Confirmation form Appendix 4, and the Lettings Agreement Appendix 5 will subsequently be signed. The Lettings Agreement is an enforceable contract.

Scale of Charges

In arriving at their scale of charges the Governors have followed the following principles:

- that designated users will be charged no more than cost;
- that private users will be charged on a cost plus an income margin for the school;
- that there will be parity of treatment for similar users;
- the overall cost of letting school facilities will be recovered from users.

For the purpose of charging, the School Business Manager is empowered to determine to which group any particular individual or organisation belongs. The basis of charging will be determined by the purpose for which a letting is arranged.

The scale of charges forms Appendix 1a and payment details 1b to this Lettings Policy.

Discounts

These form part of the scale of charges (Appendix 1) Variations to the standard charges can be undertaken by the School Business Manager, if required, for bespoke arrangements.

Minimum Charges and Deposits

The minimum hire period will be one (1) hour other than the theatre which will be two (2) hours, or an agreed period with a bespoke charge.

The Governors reserve the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating their incurring additional cost for cleaning, caretaking, other expenses or late departure following the agreed period of hire.

Cancellations

Governors reserve the right to seek to recover any cost incurred by the school which are unavoidable and result directly from the cancellation of a letting. Details of the charges are shown in the scale of charges in Appendix 1a.

The Academy reserves the right to offer alternative suitable accommodation, at either site if it is not possible to fulfil the original booking for whatever reason.

Payment Methods

The Governors are mindful of their responsibilities in safeguarding the Academy from bad debt. Therefore payment at the time of booking by bank transfer, at least the deposit and full payment is encouraged.

Extensions of Credit

The Governors will allow the extension of credit to bona fide local organisations and individuals where they are satisfied that these are credit worthy. In all the cases the Governors reserve the right to withdraw credit facilities where prompt payment is not received. In all cases where credit is extended, an official invoice will be issued. The Governors will not normally extend credit for lettings where the invoice value is less than fifty pounds (£50). The Governors have chosen to delegate the approval of credit facilities to the School Business Manager who is to maintain a list for the guidance of administrative staff. In all cases where credit is advanced the invoice is to be raised at the time of booking.

Governors will instruct a claim via the Small Claims Court for any amount outstanding after three months.

Security

The Governors will not normally insist upon continuous caretaking presence providing the area of hire can be individually made available. Where the location means that a significant area of the Academy cannot be secured, Site Team presence will be required at cost to the hirer. The Governors reserve the right, and delegate power to the School Business Manager, to insist upon caretaking presence where in his/her view the nature of the hiring may leave the school vulnerable to theft or damage or the organisation has not previously had use of the facility.

National and Local Government Guidance

Due to unforeseen circumstances there may be times where the policy will need to be varied to take account of Local or National Government guidance, which may impact the type of activities allowed under the Lettings agreement.

These situations will be evaluated at the time and any necessary action taken.

Monitoring, Evaluation and Review

The Governing Body will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

Theatre

There is a separate agreement for the hire of Theatre Appendix 6 and separate charging schedule Appendix 7

After School Extra Curricular clubs

Whilst the school does not charge for these clubs all relevant checks and agreements are still required, Appendix 8

Updated:-May 2023

Approved: July 2023

Appendix 1a

Scale of Charges

September 2023

Hire periods 6.00 p.m. to 8.00 p.m. (9.00pm by agreement) Monday – Friday, 10.00 a.m. to 6.30 p.m. weekends.
Charges apply for one hour or part of an hour.

| <u>St Peter's Southbourne</u> | <u>Designated User</u> | <u>Private User</u> |
|-------------------------------|------------------------|---------------------|
| | £/Hour | £/Hour |
| Sports Hall | 35 | 40 |
| Dining Hall | 30 | 35 |
| Dance Studio | 30 | 35 |
| Other rooms - by agreement | 30 | 35 |
| School Fields | 35 | by agreement |

- Theatre by separate agreement, with/without Technician and with/without equipment. Minimum hire 2 hours.
- Theatre separate charging schedule applies appendix 5b6

| <u>St Peter's Iford</u> | <u>Designated User</u> | <u>Private User</u> |
|----------------------------|------------------------|---------------------|
| | £/Hour | £/Hour |
| Sports Hall | 30 | 35 |
| Hall with stage | 30 | 35 |
| Other rooms - by agreement | 25 | 30 |
| School Fields | 30 | by agreement |

Site Supervisor - if required to remain throughout the hire period (This can be at the request of the school due to the nature of the letting).

| | <u>Designated User</u> | <u>Private User</u> |
|-----------------|------------------------|---------------------|
| | £/Hour | £/Hour |
| Monday - Friday | 20 | 25 |
| Weekends | 30 | 35 |

- Bookings over 2 hours can be available by separate agreement
- Other rooms and other times can be available by separate arrangement

Designated Users

- Registered Charities, Community Activities
- Academy Users - Staff/Parents running after school clubs, and Sports clubs being run for the Students of St Peter's.

Private Users

All Others e.g. Amateur Dramatic Societies, Sports clubs run for external attendees.

Payments Terms

Appendix 1b

Please select the applicable terms to be inserted into each Lettings Agreement letter.

Bookings are confirmed by Lettings Agreement letter and on condition that the deposit has been paid.

Deposit (applicable to all (exceptions only with the agreement of the SBM))

£100 refundable deposit to be received at time of booking.

One off bookings

50% of payment 4 weeks in advance

Remaining 50% 2 weeks in advance

Regular bookings

Bookings for 10 weeks or more will be invoiced at regular intervals throughout the term.

Cancellation Terms

St Peter's School reserve the right to retain part of the deposit for any identified and agreed costs incurred by the school as a result of the cancellation.

Academy Users and Designated Users

No cancellation fee charged if cancelled at least 1 working day prior to booking

Private Users

10% if cancellation notice is received at least 10 working days before hire

25% cancellation notice is received between 5 and 10 working days before hire

50% if cancellation notice is received between 1 and 5 working days before hire

100% if cancellation if notice is less than 1 working day before hire.

1. Acceptance of Conditions

The hiring of St Peter's Catholic Academy accommodation is permitted only on the conditions set out below. Acceptance of a booking confirmation by a hirer is deemed to be acceptance of these conditions.

2. Nominated Organiser

The hirer must nominate at least one person who will be on site during the period of the actual hiring to ensure that the prescribed conditions of hire are met. This person must be identified and must make her / himself known to the Estates Manager or their representative at the start of the letting.

3. Areas hired

The hirer must ensure that only the areas hired are used and that food is never taken outside the dining hall(s) or kitchen. No food is permitted in other areas. Photographs of the hire areas are provided in each location as guidance to the expected room condition after the hire period. Noticeboards specifically for use by hirers during their event are available and marked accordingly.

4. Behaviour and Supervision

Children must be supervised at all times within the building and grounds. The hirer will be responsible for ensuring the good behaviour of all those using the Academy premises. S/he must keep noise at a reasonable level, as determined by on-site staff, at all times.

5. Periods of hire

The hirer must ensure that the period of actual hire does not exceed the times booked. Failure to keep to the designated hours will result in a proportion of the refundable deposit being forfeited, the amount to be determined by the Academy.

6. Numbers

The numbers of people using the Academy premises at any one time must not exceed the numbers indicated on the booking form and agreed with the Academy. Failure to comply with this condition will result in the immediate termination of the letting without refund.

7. Cleaning

The hirer must leave the areas used, including the Academy grounds, in a good state of cleanliness: failure to do so will result in a proportion of the refundable deposit being forfeited, the amount to be determined by the Academy. Also see item 3 for further guidance.

8. Health and Safety

Health and Safety features of the Academy, such as evacuation routes, will be indicated by on-site notices and reinforced by staff at the time of hire if requested. The hirer must not interfere with, or misuse, any property of the Academy which is provided in the interests of health, safety or welfare. Hirers have a responsibility to ensure that all activities are safe and to safeguard their membership from avoidable harm.

Adherence to Local and National Government guidance must be observed at all times. An addendum to the conditions of hire will be produced as and when situations occur.

9. Fire

The hirer will be made aware of the Academy's fire evacuation procedures relating to the area hired by signage displayed in all areas. All fire exits must be kept absolutely clear during the letting. Any alteration to the stated procedures will be advised to the Hirer by the site supervisor. Any permanent or long term change will be notified in writing to the nominated hirer.

The Academy Fire Alarm system is linked directly to the emergency services, who will respond directly unless informed otherwise. The nominated person will be provided with the telephone number of the duty staff in case of emergency.

10. DBS checks

Hirers must ensure that DBS checks are in place in accordance with the Academy's Safeguarding and Pupil Welfare policy. The Academy will seek written assurance that the hirer has appropriate policies and procedures in place in regard to safeguarding children and child protection.

11. Qualified instructors

Hirers who arrange an activity that is potentially dangerous must ensure that any instructors or leaders are suitably qualified.

12. Academy equipment, fabric and fittings

No use may be made of Academy equipment, such as pianos, without the prior agreement of the Academy. The hirer must not interfere with the fabric, fittings or contents of the Academy premises in any way. Also see item 3 for further guidance.

13. Hire of extra facilities

Extra facilities such as hot water urns or sports equipment must be negotiated at the time of booking. IT facilities such as computers, projectors or Wi-Fi are not generally available. The school theatre technician is able to offer existing lighting, sound and projection within the Theatre as part of a booking package – any additional facilities must be hired from a professional company. Any changes to the schools existing facility must be discussed with the theatre technician prior to being carried out and must be made good after the event.

14. Hirer's property

Permission should be obtained from the Academy in advance if the hirer wants to bring electrical equipment onto the premises. Hirers may not bring equipment or articles of an inflammable, explosive or dangerous nature onto the Academy premises. The use of dry ice or smoke machines can only be used with prior agreement of the school. Failure to gain written agreement will result in a charge should the emergency alarms be activated. Alarms are linked direct to the emergency services and will result in an unnecessary call, which in turn could put others' lives at risk.

15. Right of access

The Governing Body and its agents reserve the right of access to the premises during the letting.

16. **Deposits**

The hirer shall pay a £100 refundable deposit to secure the booking. This will be held by the Governors against any damage caused by the hirer, supplementary cleaning required or for late departure. The deposit will be refunded, less any advised costs within 30 days after the final hire session. If the hire is cancelled the deposit refund will be reduced by the amount applicable under the cancellation charges in section 28.

17. **Payment of charges**

The refundable deposit and 50% of the hire charge, must be paid at least 4 weeks before the date of the hiring, otherwise the accommodation will not be regarded as booked. The balance of 50% of the hire charge is to be paid a week before the hire date.

18. **Insurance**

The hirer is required to provide public liability insurance. This insurance must provide cover for the hirer in the event of a claim for damage to property or injury made against the hirer from a third party, which arises out of the hiring of the Academy premises. A copy of the policy schedule should accompany the deposit.

19. **Own Risk**

It is the hirer's responsibility to ensure that all those attending are made aware that they do so at their own risk.

20. **Accident or Injury**

The hirer must report any injuries to the on-site staff so that the necessary first aid, medical and reporting procedures can be initiated. First Aid kits are available from the Site supervisor, but it is the hirer's responsibility to provide qualified first aid staff. The Site supervisor will assist in obtaining emergency assistance if required.

The Governors do not accept any responsibility for any accident or injury or loss of property that may occur to, or be sustained by, persons using the Academy premises during the period of the letting.

21. **Alcohol**

Alcohol may not be sold or served without the written agreement of the Governors. If permission is given, alcohol may not be sold on the premises without a local council's licence. It is the responsibility of the hirer to obtain and show the licence to the School Business Manager at least one week in advance of the letting.

22. **Musical Works and Copyright**

No musical works in the repertoire of the Performing Right Society may be performed in public on the premises unless the hirer has obtained the permission of the Society. No copyright material may be delivered or performed without the consent of the owner of the copyright.

23. **Public Entertainment**

Film, musical, dancing (including disco), and stage events must all be considered public entertainments unless entrance is restricted to those who are bona fide members of the organisation hiring the premises. If admission is open to all, or if tickets are to be sold at the door or offered to the public, it is the hirer's responsibility to obtain an Occasional Licence.

24. **Indemnity**

The hirer should indemnify the Academy from and against any liability, damages, costs, charges and expenses incurred by the Academy as a result of any breach by the hirer of these conditions.

25. **Alternative Accommodation**

The Academy reserves the right to offer alternative suitable accommodation, at either site if it is not possible to fulfil the original booking for whatever reason.

26. **Car Parking**

Car parking on site is subject to availability and permitted only whilst the Hirer and other adults involved in the letting are on site only; users do so at their own risk. The Academy accepts no liability for any loss or damage, however caused.

27. **No Smoking**

The whole of the school premises is a non-smoking area, and smoking is not permitted.

28. **Cancellation Charges** (Select the cancellation charges that are applicable to the hire by using Appendix 1a)

The following charges will be applied in the event of cancellation by the hirer. Cancellation by the school does not entitle the hirer to compensation – the school will attempt to relocate or reschedule any booking affected, caused by whatever reason.

Private Hirers

| Notice received : | Charge payable: |
|--------------------------------------|---|
| at least 10 working days before hire | 10% if cancellation notice is received |
| 5 to 10 working days before hire | 25% if cancellation notice is received |
| 1 to 5 working days before hire | 50% if cancellation notice is received |
| less than 1 working day before hire | 100% if cancellation notice is received |

Academy User/ Staff/ Designated Users

If at least 24 hours notice is given, cancellation charges will not apply.

29. **Theatre use**

Please see the separate terms for hiring the De La Salle Theatre. Appendix 6/7

30. **Complaints Procedure**

In the event of a hirer being dissatisfied with the facilities or service, the school will investigate in-line with the Complaints Policy.

St Peter's Lettings Hire Enquiry Form

| | |
|--|---|
| Name of contact and organisation | |
| Applicant contact details | Address: Phone no: Email address: |
| Purpose/activity of organisation | |
| Part of the premises requesting to be hired. eg rooms, theatre, field, sports hall Which site Southbourne or Iford. | |
| Dates required and timings. (Please note this information must include the whole period you require including access and removal of equipment etc.) | |

| | |
|--|--|
| <p>Is this a recurring request, or one off? If recurring, indicate the frequency and number of occurrences (e.g. weekly, 10 weeks)</p> | |
| <p>Number of expected participants in the activity. Age range.</p> | |
| <p>Requirements – eg additional equipment you will require from the school (please note we may not always be able to provide this but will inform you where this is/is not possible)</p> | |

Please return this form via email to lettings@st-peters.bournemouth.sch.uk. We will be in touch to discuss your requirements in more detail.

This enquiry does not constitute a booking. The below booking confirmation will be completed once an agreement has been reached on facility, dates and charges.

Appendix 4

Booking Confirmation – details to be completed once the booking has been agreed with St Peter’s .

To be signed and returned (with the below noted deposit and insurance certificate) by the hirer. Upon receipt of all necessary paperwork St Peter’s will then confirm the booking.

I undertake on behalf of myself / the organisation that I represent, that I / the organisation will comply with the terms and conditions and associated conditions of hire.

I accept that a charge will be made by the Academy for the use of the above facilities and that, I / the organisation will pay the sums due within the stipulated time before the commencement of the letting. Charges apply for one hour or part of an hour.

I declare that I am 18 years of age and older and undertake that adult supervision will be in force throughout the letting. I understand that this booking is for a limited period and subject to the Academy having priority use of all facilities; any letting is subject to cancellation should the school enforce this clause (although the Academy will endeavour to offer an alternative and will give as much notice as possible) and any monies owed due to cancellation will be reimbursed, without any liability for loss of income or other costs previously incurred.

All lettings are subject to

- confirmation of relevant Public Liability Insurance and a copy of the certificate
- Deposit as requested

being supplied with this booking confirmation form.

Subject to availability, parking is available on the site whilst the Hirer and other adults involved in the letting are on site only; users do so at their own risk. The Academy accepts no liability for any loss or damage, however caused.

I acknowledge that the whole of the school premises is a non-smoking area, and smoking is not permitted.

The school will not be responsible for any injury to a person and does not provide first aid facilities or qualified first aiders outside of school hours.

I acknowledge that the hirer is responsible for the health and safety, including the provision of first aid, for all people attending the hirer’s session, using the school premises, during the hire period.

I confirm the following (at least one must be ticked)

- I will have a qualified first aider in attendance at all times during the period of hire
- I will have access to a qualified first aider at all times during the period of hire
- I will have no access to a qualified first aider

I enclose:

- Deposit £ *insert amount agreed or delete if n/a* paid by BACS on
- Copy of Public Liability Insurance *delete if n/a*
- Copy of DBS check *delete if n/a*
- I have read and agree with the Terms and Conditions

Applicants Name: _____

Signed
Date _____

Please make payments to: *delete if n/a*

Lloyds Bank Sort Code 30-80-89

Account Number 25991768

Account Name St Peter's VA Trust.

Reference: your organisation name

Please return completed forms and copy of certificates to: lettings@st-peters.bournemouth.sch.uk

Encl Terms and Conditions.

Appendix 5

St Peter's Lettings

Contractual Agreement

Date:

Our Ref: *Insert Organisation/Individuals name*

To:

Letting Agreement for the use of facilities at St Peter's Catholic Voluntary Academy Trust

Room(s) or Sporting Facilities and site: *insert detail*

This letter confirms the arrangements whereby we have agreed to make available to you at the St Peter's Catholic Voluntary Academy Trust ("the property") as per the dates agreed in connection with your business as follows:

1. The facility will be available to you for the period commencing ... *insert detail*("The Licence Period")
2. We agree, warrant and undertake that:
 - We are fully empowered and authorised to grant the rights granted in this agreement and we are free to enter into this agreement without having to obtain additional consent from any third party.
 - That we have advised you of any defects or dangers that we are aware in relation to the hiring.
 - We will not make any disclosure or supply any information or photographs or any other material whatsoever to the public or third party (other than as required by law) relating to this agreement or your activities hereunder
3. You shall be entitled to enter upon the property and make use of the aforesaid facilities during the Licence period.

4. Payment and Cancellation Terms. *Insert relevant payment and cancellation terms for each letter dependant on organisation type and terms agreed hirer.*
5. You shall indemnify us in respect of personal injury or death or damage to the property caused directly by your negligence and for any indirect or consequential loss we may suffer as a result of your actions under this agreement.
6. This agreement is made subject to your compliance and in conjunction with the attached guidelines for use.
7. This agreement is governed by and shall be construed in accordance with English Law.

We acknowledge receipt of the following:

- Completed booking form**
- Insurance certificate** *delete if not applicable*
- Insert amount details* **Refundable deposit**
- DBS certificates** *delete if not applicable*

Please make payments to:

Lloyds Bank Sort Code 30-80-89
Account Number 25991768
Account Name St Peter's VA Trust
Reference: Your Organisation name

Please confirm your agreement to the foregoing by signing and returning one copy of this letter to lettings@st-peters.bournemouth.sch.uk.

Yours faithfully,

Agreed and accepted

Mr C Chastney
Estates Manager

or

Mrs K Rickard
School Business Manager

Print name:

For and on behalf of:

For and on behalf of
St Peter's Catholic Academy

Appendix 6

St Peter's Lettings
Theatre contractual Agreement

Date: **Our Ref:** *Insert Organisation/Individuals name*

To:

Letting Agreement for the use of the **Theatre** at St Peter's Catholic Voluntary Academy Trust

If applicable/ delete if not applicable. Please see separate note for full details of hire. *Add an addendum including all the details of the hire and the charges which will be bespoke to each organisation*

This letter confirms the arrangements whereby we have agreed to make available to you at the St Peter's Catholic Voluntary Academy Trust ("the property") as per the dates agreed in connection with your business as follows:

3. The facility will be available to you for the period commencing ... *insert core detail, including Show period and rehearsal periods* ("The Licence Period")
4. We agree, warrant and undertake that:
 - We are fully empowered and authorised to grant the rights granted in this agreement and we are free to enter into this agreement without having to obtain additional consent from any third party.
 - That we have advised you of any defects or dangers that we are aware in relation to the hiring.
 - We will not make any disclosure or supply any information or photographs or any other material whatsoever to the public or third party (other than as required by law) relating to this agreement or your activities hereunder
8. You shall be entitled to enter upon the property and make use of the aforesaid facilities during the Licence period.

Theatre Conditions of Use

- The Society to recognise that the school expects facilities to be cleared and restored as found, ready for school use the day after Society use. (This would only not be the case for the stage itself when the set had been constructed over the weekend prior to a show.)
 - Use of other rooms, *to be confirmed and detailed here*
 - The Society to consult the Site Manager cch@st-peters.bournemouth.sch.uk in advance (preferably by email) if any change of agreed timing arrangements is requested and to inform the Site Manager immediately of any problems or issues arising or coming to the notice of the Society in the use of the school premises.
 - The school reserves the right to request cancellation of a booking (with 3 months notice) in the event that the school requires use of the Theatre.
9. Payment and Cancellation Terms. *Insert relevant payment and cancellation terms for each letter dependant on organisation type and terms agreed hirer.*

10. You shall indemnify us in respect of personal injury or death or damage to the property caused directly by your negligence and for any indirect or consequential loss we may suffer as a result of your actions under this agreement.
11. This agreement is made subject to your compliance and in conjunction with the attached guidelines for use.
12. This agreement is governed by and shall be construed in accordance with English Law.

We acknowledge receipt of the following:

- Completed booking form** *delete if not applicable*
- Insurance certificate** *delete if not applicable*
- Refundable deposit** *insert amount delete if not applicable*
- DBS certificates** *delete if not applicable*
- An invoice will be issued for payment in full.** *delete if not applicable*

Please make payments to: *delete if not applicable*

Lloyds Bank Sort Code 30-80-89

Account Number 25991768

Account Name St Peter's VA Trust

Reference: Your Organisation name

Please confirm your agreement to the foregoing by signing and returning one copy of this letter to lettings@st-peters.bournemouth.sch.uk.

Yours faithfully,

Agreed and accepted

Mr C Chastney
Estates Manager

or

Mrs K Rickard
School Business Manager

Print name:

For and on behalf of:

For and on behalf of
St Peter's Catholic Academy

Date:

Date:

De La Salle Theatre St Peter's School.

Scale of charges 2023

Theatre charges -

Standard hire charges (includes house lights) charge per hour £100 (minimum hire 2 hours)

Non standard hire by negotiation – to include one off arrangements, repeat lettings, longer term agreements, shows etc.

Theatre Technicians – Charges apply by agreement (Finlay -£15.00, Stuart - £30.00 per hour)

Site Team Supervision – £25.00 per hour (This can be at the request of the school due to the nature of the letting).

Theatre Equipment.

Dance Floor - £30 for first week (this includes the cost of laying the floor) £10 per week after

Gauze - £50 per gauze, 2 available

Lighting Booms - £10 per boom (base, weight, pole, x2 arms), x6 available

Power Distro - £20

Extra dimmers - £20

Hazer - £10 including haze fluid

Scaffold Pole - £1 per pole

Scaff wheels - £1 per wheel

Scaff clamp - £0.50p per clamp

Steel deck - £5 per deck, x8 available

St Peter's After School Extra Curricular Club – to be completed by the St Peter's staff member organising the club.

These are clubs that are run for the students and organised by the Teachers as part of extra curricular activity and they do not need to be run like a letting. The club is not paying for use of the facility.

In essence the club is organised so those students who wish to attend pay the club direct and the issue of non-attendance and/or cancelled or rescheduled sessions and any refunds can be handled by the club organiser themselves.

- Student attendance registers needs to be taken at the start of each session to meet Fire regulations. This can be by a member of staff or the person running the club, this needs to be agreed by the teacher for each club.
- The attendance register must be held by the person running the club. In the event of an emergency this is readily accessible.
- A list of students that have signed up for clubs must also be shared with the Student Hub & Reception (Southbourne), Reception (Iford), by the Teacher, this ensures a record of extra curricular clubs being run is easily accessible and can facilitate any parent calls etc.
- Students pay the club direct, the club organiser manages cancellations, rescheduling, refunds etc with the member of staff and the students/parents.

Please return completed checklist and Terms & Agreement signed by the club organiser to EBT@st-peters.bournemouth.sch.uk

After School Extra Curricular Club Checklist – to be completed by the St Peter's staff member organising the club.

Club name: insert details

St Peter's contact organising the club:

Please confirm

- Contact details of main lead of the Club: email address and telephone number.
- How many weeks the club will run for.
- The dates of the club, from / to.
- The time of the club, from / to.
- Which school hall/room/field they will be using.
- Names of all their staff that could be running/taking the class. (Please complete names below).

Note: all staff who will/may attend will need their enhanced DBS checked (we require a copy of the DBS and separate photo id) or a new application processed **prior** to the club starting. (note: DBS checks can take 4-6 weeks to complete).

This is required for any third party coming on site and interacting with students.

Please send all DBS information to HR@st-peters.bournemouth.sch.uk

NOTE: The Club cannot start until the DBS has been confirmed and copies obtained.

- Will there be any St Peter's staff supervising the whole session. Please list names.

Note: If not (either for all or part of the session) then we require a copy of the certificate of Insurance and a copy of the certificate of First Aid training from the Organisation. (Both of which should have valid dates). The schools First Aid team do not work outside school hours.

Please send copies to EBT@st-peters.bournemouth.sch.uk

NOTE: The Club cannot start until we have copies of the certificates

- Is the club just for St Peter's student's.

Note: If not we will need to consider a formal lettings agreement, fees and deposit.

- Once students have signed up for the club please share a list of students with Reception and Hub so they can manage any parental phone calls that may arise in relation to the club.



After School Extra Curricular Club Terms & Agreement – to be signed by the club organiser

Club organiser to read and agree to the following points

- When you arrive at school you **must at all times** sign in at reception (or Site Office if after 4.00pm)
Note: we need to know who is on site for Fire Safety and Safe Guarding.
If you fail to adhere to the policy we will stop the club.
- You must vacate the field/room/changing rooms on time (and no later than 15 mins after the session finishes)
Note: the cleaners will need to then access the room(s)
- You can collect payment from the students directly
- You must take a register at the start of each club session and retain this ensuring it is readily available in case of emergencies.
Note: this is Fire Safety regulations
- We will not charge a letting fee or a deposit (for after school clubs run for St Peter's students only) but we will reserve the right to seek compensation for any damage to property.
- Students will pay the club direct, the club organiser manages cancellations, rescheduling, refunds etc with the students and parents.
- The school will take steps to stop the club without notice if you fail to meet the above requirements and standards. Any compensation due to parents will be at the club's expense.

Note

Without the above information confirmed and without validated DBS checks, the club **cannot** start.

Reception will have a list of those staff where DBS checks have been completed. Anyone arriving who is not on the list will not be allowed on site.

For clubs that start after 4.00 pm (Southbourne) (when Reception is closed), they must sign in at the Site Office, the same list of approved staff will be held and checked before they are allowed on site.

All extra curricular after school clubs at Iford must register with Reception by 3.30 pm.

Please sign as acknowledgement that you have read and agree to the T&C's

Name and Signature of Club representative agreeing to the above terms

Email address:

Telephone number:

Insurance certificate: required copy enclosed / not required. (delete as appropriate)

First Aid certificate: required copy enclosed / not required. (delete as appropriate)

Staff names from the organisation who will/ may be attending from the club

(School to confirm DBS check completed against each name)

Please return completed form along with any relevant copies of paperwork to EBT@st-peters.bournemouth.sch.uk

The club cannot commence until all checks are complete.