



## LETTINGS POLICY

## 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 fundraising.

### 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. The School Lettings Officer 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 conditions under which the Academy premises may be hired. These 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. The day-to-day administration of lettings will be operated by the School Lettings Officer.

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 school's premises, including those for which no charge is made, shall be properly documented. All hirers **must** apply to book the facilities on the Facilities Booking Form at Appendix 3, complete a Lettings Agreement at Appendix 4, and are to receive a copy of the conditions of hire at Appendix 2. 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 1 to this Lettings Policy.

### Discounts

These form part of the scale of charges (Appendix 1) and are the only permitted variations to the standard charges.

### Minimum Charges and Deposits

The minimum hire period will be one (1) hour other than the theatre which will be two (2) hours.

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 bone 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.

*Updated:- May 2021*

**SCALE OF CHARGES – MARCH 2021 TO AUGUST 2021**

Hire periods 6.00pm to 10.00pm Monday – Friday, 10.00am to 6.30pm 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	30	35
Dining Hall	28	30
Dance Studio	28	30
Other rooms - by agreement	25	30
School Fields	30	by agreement

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

<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

	<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, multiple bookings and other times can be available by separate arrangement

Designated Users

- Registered Charities, Community Activities D42
- 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. Swish, Sports clubs run for external attendees.

**SCALE OF CHARGES – SEPTEMBER 2021**

Hire periods 6.00pm to 10.00pm Monday – Friday, 10.00am to 6.30pm 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 5b

<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

	<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.

## **APPENDIX 1a**

### **PAYMENTS TERMS**

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)**

**£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.**

**CONDITIONS OF 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 School Business 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 5a/5b
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.
31. **COVID 19 Clause**  
We agree by signing the agreement letter that my/our organisation will adhere to Government guidance in relation to Covid 19. We confirm we have undertaken our own risk assessment and will enforce all guidance. We will duly take full responsibility in relation to Covid 19 in relation to those attending and/or participating in our sessions.



**Headed Paper**

**Enquiry & Booking Form for Hire of Facilities**

Organisation/Hirer		Name of Contact	
Registered Charity No.		Email	
Address			
Postcode		Tel No.	
		Mobile	

I hereby apply to use the facilities at St Peter’s Catholic Academy as requested below:

Location: Iford/Southbourne (please select one)

Date: \_\_\_\_\_ Times: \_\_\_\_\_ (Start) \_\_\_\_\_ (Finish)

Date: \_\_\_\_\_ Times: \_\_\_\_\_ (Start) \_\_\_\_\_ (Finish)

Activity/Event: \_\_\_\_\_

Number of people expected \_\_\_\_\_ Age Range \_\_\_\_\_

Requirements: \_\_\_\_\_

(Rooms/Equipment) \_\_\_\_\_

I undertake on behalf of myself/the organisation that I represent, that if permission is granted that I / the organisation will comply with the terms of the Letting Policy, agreement 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 being supplied with this booking 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.

We agree by signing this letter that my/our organisation will adhere to Government guidance in relation to Covid 19.

We confirm we have undertaken our own risk assessment and will enforce all guidance. We will duly take full responsibility in relation to Covid 19 in relation to those attending and/or participating in our sessions.

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

I enclose:

- Deposit £100 paid by BACS on .....
- Copy of Public Liability Insurance held

Applicants Name \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

**Please make payments to:** Lloyds Bank Sort Code 30-80-89. Account Number 25991768 Account Name St Peter’s VA Trust.

**Please return completed forms to:** lettings@st-peters.bournemouth.sch.uk

**Headed Paper**

Date:

Our Ref:

To (*name & address*):**Letting Agreement for the use of facilities at St Peter's Catholic Academy**

Room(s) or Sporting Facility:

This letter confirms the arrangements whereby we have agreed to make available to you at the St Peter's Catholic Academy ("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 **(type in free format)** ("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. As full and final consideration for the rights and licence granted by us and subject to our compliance with all our obligations and undertakings under this agreement you agree to pay the fee of £\_\_\_\_\_ **(in words)**(per session)) exclusive of VAT payable to St Peter's Catholic Academy, by bank transfer. St Peter's is not currently VAT registered, so no VAT is payable.
5. Payment and Cancellation Terms. **(Insert relevant payment and cancellation terms for each letter, relating to the Hirer's agreed designation e.g. Private User, Academy User or Designated User).**
6. 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.
7. This agreement is made subject to your compliance and in conjunction with the attached guidelines for use.
8. We agree by signing this letter that my/our organisation will adhere to Government guidance in relation to Covid 19. We confirm we have undertaken our own risk assessment and will enforce all guidance. We will duly take full responsibility in relation to Covid 19 in relation to those attending and/or participating in our sessions.
9. This agreement is governed by and shall be construed in accordance with English Law.

**We acknowledge receipt of the following:**

- Completed booking form**
- Copy of Public Liability Insurance**
- £100 Refundable deposit (£200 for the Theatre – delete as appropriate)**
- Completed Theatre Agreement – insert/delete as required**

I would remind you that in line with the terms and conditions we now require **(type free text/insert relevant payment terms for the booking)**.

**Please make payments to:**

Lloyds Bank Sort Code 30-80-89  
Account Number 25991768  
Account Name St Peter's VA Trust

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

Yours faithfully,

**Agreed and accepted**

Mrs K Rickard  
School Business Manager  
For and on behalf of  
St Peter's Catholic Academy

**Print name:  
For and on behalf of:**

\_\_\_\_\_

Date:

**Date:**

**APPENDIX 5a**

**Headed Paper**

**Agreement for use of the De La Salle Theatre**

**Between St Peter's School, Southbourne and *Insert Dramatic Society name***

**Background and potential outcomes**

The Society has been rehearsing and presenting plays, musicals and pantomimes in the De La Salle Theatre *insert detail for relevant to each society* years and is very keen to continue the successful arrangement. With the Society's *insert detail relevant to each eg society local Church origins, strong local audience and Patron/Membership base*, positive outcomes for the School, Society and local community are envisaged, these being:

- To provide opportunities for the Society to promote good quality participation in and enjoyment of the performing arts within the Southbourne community;
- To develop possible partnership opportunities between the Society and the School, which would assist the work of the Drama Department.
- To allow the Society more certainty in its planning/publicity by fixing production dates around the school diary, on a twelve-month rolling basis.

**Rehearsals**

Society members rehearse on *Insert relevant details* While use of the theatre for the rehearsal is the best option for the Society, we have always recognised that the school diary may require use of alternative rehearsal space. The use of the stage is important for the two weeks immediately prior to a production and for the production week itself. The 'get-in' for shows is normally the weekend (Friday evening - Sunday) before the production's performance week(s). *Redraft paragraph relevant to the agreement with the specific company*

**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* (and the cupboard there) and the container in the school grounds are available only on condition that the Society always maintains in a safe, clean and tidy condition.

- The Society to consult the Site Manager 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

**Rental**

- The Society shall pay to the School the sum of *tbc* per annum by 12 monthly payments of *tbc*, payable on the first of every month. This amount will be reviewed annually with a maximum increase capped to 3%. If an increase is to apply, 6 months' notice of such increase will be given in writing to the registered address. The Society also to contribute from time to time, as mutually agreed, towards the costs of improving stage facilities as part of the theatre maintenance plans.

**Dates – *Insert period of agreement***

- **Agreed dates for Shows**

Examples of detail – replace with Societies respective details

Show

March 16-22	Get-in/set-building and technical and dress rehearsals:
March 23-25	Performances
March 26	Final clearance

Play

June 15-21	Get-in/set-building and technical and dress rehearsals:
June 22-24	Performances
June 25	Final clearance

Patrons' Evenings

Sept 07-13	Get-in/set-building and technical and dress rehearsal
Sept 14-16	Performances
Sept 25	Final clearance

Pantomime

Dec/Jan school holiday (to be completed on January 1 if needed) plus	
Jan 2-3	Get-in/set-building and technical and dress rehearsals:
Jan 5-7	Performances
Jan 12-13	Performances
Jan 14	Final clearance

The intention, if the School continues to be happy with the arrangement, is to agree future dates a year in advance so that, after each production, the dates of the corresponding productions in the following year will be mutually agreed at the earliest reasonable opportunity, allowing the Society to plan and publicise its forward programme.

Yours faithfully,

**Agreed and accepted**

Mrs K Rickard  
 School Business Manager  
 For and on behalf of  
 St Peter's Catholic Academy

**Print name:**  
**For and on behalf of:**

\_\_\_\_\_

Date:

Date:

**To be completed in conjunction with the Lettings Agreement**

**De La Salle Theatre St Peter's School**

**SCALE OF CHARGES**

**Theatre charges**

Standard hire charges (includes house lights) charge per hour £50 (minimum hire 2 hours)

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

**Theatre Technician** – by agreement

**Theatre Equipment**

Dance Floor - £50 for first week (this includes the cost of laying the floor)

Gauze - £50 per gauze, 2 available

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

Power Distro - £20

Extra dimmers - £10

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