

## Conditions of Hiring of Academy Premises

1. Each application should be made in writing on the “Hire of Academy Premises Form” giving as much notice as possible. All hiring fees must be cleared 3 working days before the date of the letting and admission to Academy premises may only be granted on production of the **official receipt for payment of fee**.
2. A single application form is acceptable to cover bookings, subject to the availability of premises on the dates required, which should be stated.
3. It is the responsibility of hirers to satisfy themselves that the accommodation and furnishings requested are suitable for the purpose required.
4. Furniture may not be moved by the hirer, without the consent of the Principal. Permission must be obtained at the time of hiring. If additional furniture is required which is not available at the Academy, it may be possible to arrange delivery, but any expenses involved must be borne by the hirer.
5. Decorations and advertising matter are not permitted without special permission from the Principal. Notice boards, supplied by the hirer, may be displayed at the entrance to the Academy for 24 hours before the commencement of the letting, such boards to be fixed in accordance with the Caretaker’s ruling.
6. Hirers are not permitted to use and must not enter accommodation other than that which is stated on the permit.
7. The use of Academy kitchens is currently not allowed. Where a request is made, this will be at the discretion of the Principal and if agreed the rate charged will be negotiated.
8. The Academy prohibit:
  - (a) The use on floors of polishing matter other than chalk;
  - (b) Any gambling on Academy premises;
  - (c) Screws or nails or similar articles being driven into any part of the Academy’s property;
  - (d) The sale or consumption of intoxicants otherwise than as authorised in writing by the Principal, in which case it shall be the responsibility of the hirer to satisfy the requirements of the licencing laws;
  - (e) Loitering at the entrances to Academy’s, corridors or playgrounds.
  - (f) Smoking is prohibited in all Academy buildings.

9. The Academy grant facilities for the public use of the Academy's accommodation on the express condition that those responsible for hiring the rooms will give an undertaking that the event will be conducted with propriety and will hold themselves liable for any damage incurred.

Any damage arising from the hiring of Academy premises will be repaired by the Academy and charged against the party or person hiring the Academy premises in question.

In addition, those responsible for hiring Academy premises must indemnify the Academy from and against all actions, claims, demands, losses, costs, damage and expenses which may be brought or made by any person in respect of injury or damage sustained by them in consequence of or arising out of the use of Academy premises.

10. Hirers should report any suspicious incidents to the staff on duty and if necessary the Police immediately.
11. Rooms may be hired from 7.00 am but all lettings normally terminate so that the premises are vacated at 5.30 pm.
12. The Academy reserves the right to refuse or cancel a letting or close the facility at its discretion.
13. Notification of any cancellation must be given by the hirer, in advance, to the Academy, [finance@hpa.shirelandcat.org.uk](mailto:finance@hpa.shirelandcat.org.uk)
14. Full Charges will still apply if the hire is cancelled with less than 6 working days.
15. All equipment brought into the Academy for the purpose of the letting must be removed immediately afterwards. Electrical equipment should not be used on Academy premises unless it has been PAT (Portable Appliance Testing) tested. Any items left or stored on the premises are done so at the owner's risk. The Academy cannot take responsibility.
16. Admission must be given to the Principal or his representative, or any representative of the Police or the Fire Service or the Trustees/Governing Body at any time during which the premises are open.
17. The number of persons admitted to the premises must not be more than the building or part thereof can properly accommodate. The hirer is responsible for

ensuring that any activity does not restrict the use of passages, staircases, exits, etc.

18. The persons responsible for the conduct of the event must take precautionary measures to avoid damage to Academy property. Parking facilities, where available, are at owner's risk and are free of charge.
19. Where the premises are used for a public performance the person hiring the Academy will be responsible for satisfying the requirements of licensing for stage plays.
20. Taking vehicles onto or parking on grassed areas is strictly forbidden. Parking must be in the designated areas only. Any damage will be charged to the hirer including cleaning and disposal of litter left behind.
21. The hirer must ensure, where he/she proposed to run an activity/club, the individual responsible must be fully qualified to teach and supervise the activity, will be in charge throughout the period of hire and he/she has completed checks to ensure all necessary DBS and insurance cover to lead on such activities are in place. The academy accepts no responsibility for any activity/club run by a hirer.
22. Any equipment or materials which may constitute a danger to the hirer, or other persons or the premises may not be brought into the Academy (e.g. inflammable or toxic materials, substances or equipment). Any equipment found to be faulty should be removed from use immediately and a member of the Academy site staff informed.
24. On entering the building the hirer must examine the Fire Regulations posted at the fire alarm point nearest to the accommodation to be used, and ensure that these are understood and where running an activity, all participants are fully aware of the nearest exit points.
25. The hirer must take from Reception a copy of the Health and Safety requirements of the Academy and ensure these are fully understood and followed.

**Duty staff are expressly instructed by the Academy to ensure that hirers observe the regulations set out above at all times.**

## Application for Hire of Academy Premises

**Hire of Academy Premise Form**
**Section 1**
**Applicants Details**

Name	
Company Name	
Address	
Email Address	
Contact Telephone Number	

**Lettings Details**

Booking Date			
Booking Time			
Anticipated number of attendees			
Do you wish to make multiple bookings?	Yes	No	
<b>If you would like to make multiple bookings for the same facility but on different dates please also complete Section 3</b>			
Please describe the Purpose for which you wish to use the facility:			

**Section 2**

SPORTS FACILITIES	HOURLY RATES PEAK	NUMBER OF HOURS	TOTAL COST
Sports Hall (Whole)			
Muga (Full Pitch)			
Football Pitch			

CONFERENCE	DAILY RATE	PLEASE SELECT FACILITY	TOTAL COST OF FACILITY
The Hub (up to 30 people) Full Day			
The Hub (up to 30 people) Half Day			
DELEGATES - CATERING	COST PER DELEGATE	TOTAL NUMBER OF DELEGATES	TOTAL COST
Per Delegate Cost – Catering	Price on Request		
<b>ALL CHARGES ARE EXCLUSIVE OF VAT</b>			
Total cost for booking			
Please list other dates in Section 3- Number of days you require this booking			
<b>TOTAL COST (Excluding VAT)</b>			£
<b>VAT @ 20%</b>			£
<b>Concessions – Only applicable to peak rates CONCESSIONS MUST BE AGREED PRIOR TO PAYMENT</b>		<b>APPLICABLE</b>	<b>DISCOUNT</b>
Any affiliation to the Academy	50%		
Member of Staff	50%		
Academy Family Activities	Free		
10 Week Block Bookings	VAT Not Applicable		
Multiple Bookings	Agreed Discretionary Discount		
<b>TOTAL COST</b>			£

#### PAYMENT OPTIONS

Total fee payable:

£
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DATES	

**Please select one of the following payment options.**

Cash Payment

For cash payments please pay at reception prior to the booking date.  
You will be given a receipt of which you will be required to present to  
the site team on your arrival on the day of hire.

BACS Payment

To make a direct BACS Payment please call the Finance Department  
at the Academy

**If you would like to pay in instalments, please contact the Academy to discuss  
this option.**

**Section 5****DECLARATION AND SIGN**

In consideration of this application being granted, I agree to pay the Academy on demand, hiring fees in accordance with the Schedule of Charges and Conditions for Hire of Academy premises, a copy of which has been supplied to me, and I undertake to comply with such regulations.

I confirm that I am over the age of 18 years old and also certify that all adults working with children and vulnerable adults have had the necessary DBS checks and all insurance and coaching certificates are in place.

Print Name	
Signature	
Date	

**Section 6 – FOR OFFICE USE ONLY**

Booking Reference Number	
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## Letting Charges from September 2019

*Please note, this appendix will be replaced by the rates agreed by each Standards and Performance Committee on an annual basis- You must refer to the correct schedule of charges for each academy*

FACILITY	HOURLY RATES PEAK	DAILY RATES	NOTES
<b>SPORTS</b>			
Sports Hall (Whole)	£25	-	
Muga (Full Pitch)	£25	-	
Football	£25	-	
<b>PERFORMING ARTS</b>			
Sports Hall	£25	-	
<b>CONFERENCE</b>			
Hub full day	£300		
Hub ½ day	£175		
<b>DELEGATES - CATERING</b>			
Per Delegate Cost – Catering	Price on Request		
<b>ALL CHARGES ARE EXCLUSIVE OF VAT</b>			
<b>Concessions – Only applicable to peak rates</b>			
Any affiliation to the Academy	50%		
Member of Staff	50%		
Academy Family Activities	Free		
10 Week Block Bookings	VAT Not Applicable		
Multiple Bookings	Agreed Discretionary Discount		