

# Weeke Primary School



## Lettings Policy

Weeke Primary School – Stoney Lane – Weeke – SO22 6DR

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# Welcome to Weeke Primary School

Children lie at the heart of what we do at Weeke. We are a very happy, friendly, inclusive school with a strong community feel and we strive to reach the local and wider community of Weeke and Winchester by promoting community learning, health and well-being for all.

We have some fantastic facilities that are available to hire for sport and leisure, training and other events.

The main aim of this handbook is to give you full details of costs and key information you will need before you hire any facility at our school. Please feel free to get in touch if you have any questions or would like to come in and discuss your requirements.



## 2. Contact Details

### Weeke Primary School Contact Information

Main Office: 01962 882710

All advance booking queries should be addressed to the School Business Manager. If you have any operational, problems or queries during your hire period please see the Premises Officer on duty who is located in the Premises Officer's Office by the car park.

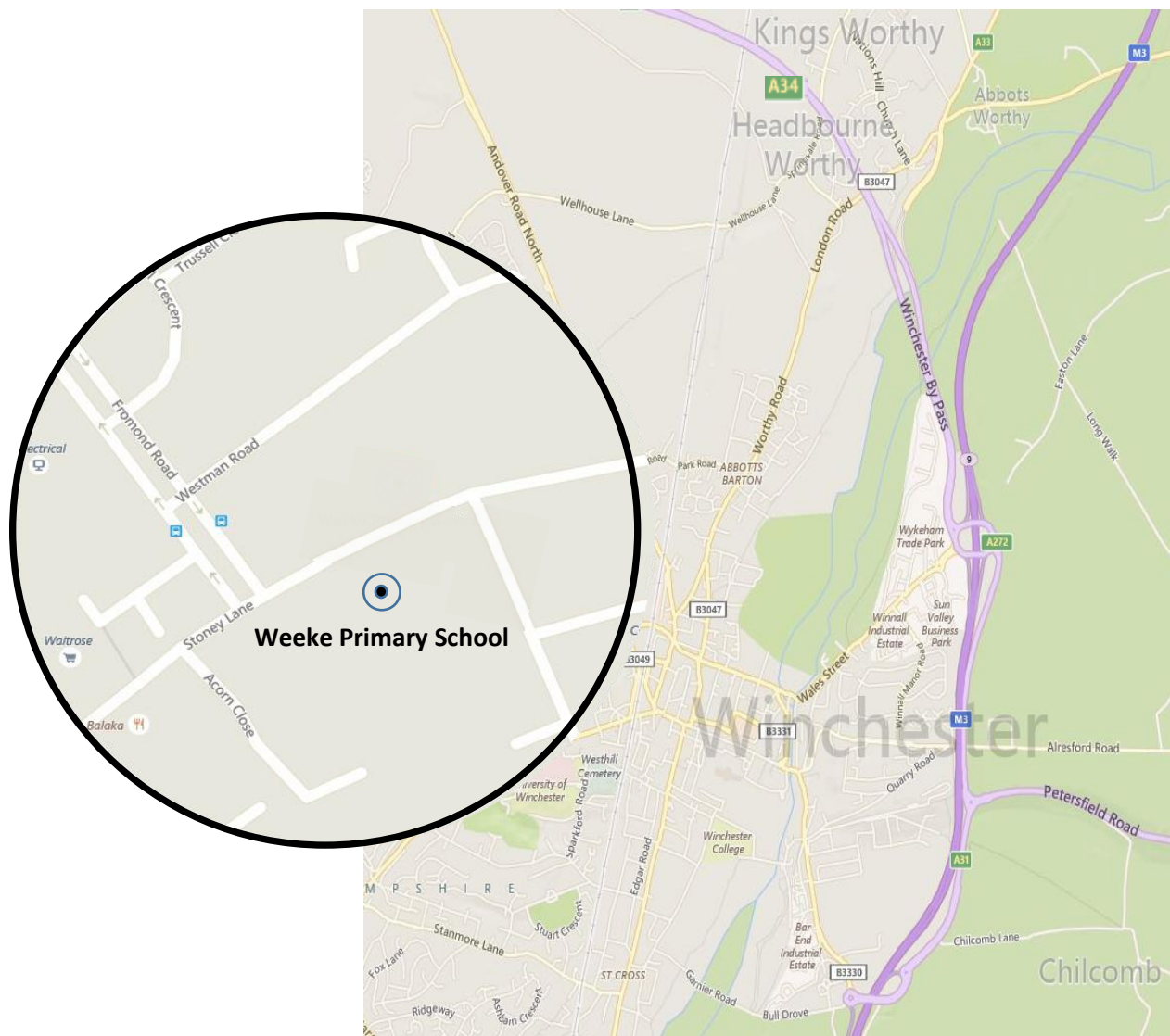
In the event of an emergency during your booking please, contact the Premises Officer who will facilitate any action required. You will be issued with an emergency contact number on arrival.

### 3. Location

Directions to Weeke Primary School:

We are situated to the North West of Winchester and is within easy access of the town centre and the M3.

Free parking is available to Facility Hire customers in the main car park.





## 4. Definition of Terms

### **Hirer**

The person, group, organisation or Club who are temporarily using the facilities at Weeke Primary School.

### **School Business Manager**

The School Business Manager is based at Weeke Primary School and is responsible for all facility hire across the site. This includes overseeing the bookings and operations of the Facility Hire programme.

## **5. Facilities**

Weeke Primary School has some fantastic facilities available to hire to the local and wider community 7 days a week. Whether you are looking to play sport, hold a weekly group meeting, organise a training programme or host a party, Weeke makes an excellent, affordable venue.

### **Main Hall**

The Main Hall provides a versatile venue for up to 250 people. There is a hardwearing wooden floor, with curtains and blackout blinds. The main hall has the additional benefit of a kitchen area which is available for use.

### **Playing Field**

Our Playing Field is an excellent grassed area for sports and public events. The field is marked out for football with goals; additionally, it can be used for fetes, festivals and other activities.

### **Playground**

Our Play Ground is a large tarmac area that can be used for sporting or public events, and as a car park. Additionally, it can be used for fetes, festivals and other activities.

### **Classrooms**

The Classrooms at Weeke offer excellent facilities for training and learning. There is capacity for up to 30 people per classroom. Each one is equipped with projectors and computers for an additional fee. You can hire out classrooms in conjunction with our playing field for training when lectures and practical lessons are combined.

### **Practical teaching room**

Our practical teaching room makes an ideal venue for meetings and small seminars. The tables and chairs can be arranged in classroom or conference format and seating is available for up to 12 people.

### **Car Park**

Our Car Park is available to hire outside school hours, at weekends and during the school holidays (subject to availability). Located on the outskirts of Winchester, our car park can be hired for event parking, car boot fairs and other outdoor events. The car park has in excess of 100 parking spaces.

### **Wi-Fi**

We have wireless coverage throughout the school and can be added to any hire free of charge.

## 6. How to Make a Booking

### Procedure for arranging hire

#### The following applies to all User Rates:

1. Contact the School Business Manager via our website [www.weekeprimary.com](http://www.weekeprimary.com) or by telephone or email to ascertain availability and hire charges.
2. You will be sent a booking form along with details of our terms and conditions. At this stage please state any particular requirements you may have for the facility set-up or equipment.
3. Please return the documentation with authorising signature to confirm that you agree to the terms and conditions and payment schedule. You will then be sent a booking agreement which confirms your booking.

### Payment

#### **Regular User Rate** (*users who are hiring the facilities for more than 6 consecutive sessions*)

- Regular bookings will be invoiced to the hirer on the 1st of every month (or the next working day if the 1st falls on weekend or bank holiday). If your booking is confirmed mid-month, you will be sent an invoice for that month along with your booking confirmation. The next invoice will then be issued on the 1st of the next month, and so on.
- Preferred payment is by BACS, although cash and cheques are accepted. Payment is due within 28 days from the date of invoice.

#### **Standard User Rate** (*users who are hiring the facilities for less than 6 consecutive sessions, on a one off and ad-hoc basis*)

The following rules apply to Standard User Rate bookings:

- Bookings of £100 or less will receive their invoice along with their booking confirmation where payment is due immediately.
- Bookings of £100 or more are required to pay a 10% non-refundable deposit with the balance due 30 days before the event. Where a booking is taken inside 30 days, the customer will be invoiced for the full amount along with their booking confirmation and payment will be due immediately.

### VAT

As a local authority school we are exempt from charging VAT. No additional VAT charge will be applied to our customers on all payment rates.



## 7. Facility Charges

Facility Hire at Weeke Primary School is per hour inclusive of your 'get-in' and 'get-out' time. You are required to vacate the facility promptly to allow for the next session to commence on time. Fees are determined by your group type and booking numbers as follows:

### Level 1: Standard Rate

This rate applies to users who are hiring the facilities for less than 6 consecutive sessions, one off bookings and on an ad-hoc basis.

### Level 2: Regular Rate

This rate applies to bookings for more than six consecutive sessions.

### Level 3: Concessionary Rate

This rate applies to groups, Organisations and Clubs under 18 years of age when booking in for more than six consecutive sessions. Please note you must evidence that you are a not-for-profit organisation.

NB. If you are unsure which rate applies please contact us. Special events and long term contracts will be discussed on an individual basis.

### Opening Hours

Bookings can be made during the main school opening hours; Monday to Friday 08:30 to 16:00. Our facilities are available for hire throughout the calendar year and specific requirements should be discussed directly with the school.

Some bookings may incur a charge of £25.00 per hour being applied, subject to availability. This charge will cover a member of the site team to be on site and assist you during your booking.

## 8. Price List 2021-2022

Please see previous page for definition of levels.

Facility	Level 1 Standard Rate	Level 2 Regular Users	Level 3 Concessionary Rate
<b>Playground</b>			
Full Size	32	28	24
Half Size	18	16	14
<b>Netball Courts (x2)</b>			
Single Court (with posts)	18	16	14
Double Court (with posts)	32	28	24
<b>Sports Field</b>			
Full Size	32	28	24
Half Size	18	16	14
<b>NON-SPORTS FACILITIES</b>			
Main Hall	20	18	16
Main Hall and kitchen area	24	22	20
Practical Teaching Room	16	14	12
Library	18	16	14
Classrooms	18	16	14
Car Park	Please ask for more information		

### Pricing Review

The School governors reserves the right to amend charges at any time where necessary. All groups will be notified as appropriate.

## 9. Conditions of Hire

**1 In these conditions:**

'School' means the school identified at the head of this document. 'County Council' means Hampshire County Council.

**2 Acceptance of conditions**

The hiring of accommodation/facilities/premises is permitted only on the conditions outlined in the following regulations. Acceptance of the hire agreement is deemed to be acceptance of these conditions.

**3 Compliance with conditions**

The Hirer (the person or body to whom the hire is granted) shall be responsible for compliance with these conditions.

**4 Applications**

Applications for the hire of premises should normally be made at least three weeks in advance. In general, reservations will not be accepted for dates more than twelve months in advance, except for special events such as those needing extensive preparations.

5 The Hirer shall satisfy himself that the facilities to be hired are suitable for his purposes.

6 The use of the premises must not interfere with the proper working of the School or impair its efficiency. In particular, the Hirer acknowledges that it will not have exclusive use of the site.

**7 Gymnasium/ hall**

Only suitable footwear should be worn in the gymnasium or hall. No school games equipment may be used without permission and gymnastic equipment can only be used when an adult with recognised qualifications for the proposed activity is personally supervising at all times. For safety reasons, this condition also applies to other activities with young people. For further guidance the Hirer should consult the regulations described in the HCC document 'Safety in Physical Education' available at the school.

**8 Grass sports pitches and hard court multi-use games areas**

- (i) These facilities should be used for their intended purposes only ie. participation in formal and informal play and sport.
- (ii) The grass sports pitches and hard court multi-use games areas shall be hired, together with access to toilets and changing accommodation at the School. The Hirer shall not have any access to any other parts of the School.
- (iii) The grass sports pitch shall be marked out for that sport and the hard court multi-use games area may have indicative markings for sports like netball, basketball and small-sided football. No additional marks shall be made to the sports pitch or hard court areas by the hirer.
- (iv) The grass sports pitches shall have a limited playing capacity. The School reserves the right to restrict use of the grass sports pitch to protect it during inclement weather; when damaged or under repair; when waterlogged; or to fit in with the School curriculum or School demands.
- (v) Litter must be removed from the facility at the end of the hire session.

**9 Catering facilities**

The Hirer must agree to the contractual, hygiene and health and safety obligations set out by the School and to the payment of the deposit 10 days prior to the hire and the payment of the hire charges. This is in addition to any separate charges levied by the school for the use of any school facilities used in conjunction with the hire of the catering premises.

**10 School equipment**

No use may be made of apparatus such as stage fittings, pianos etc., without specific permission.

**11 Fabric and fittings**

The fabric and fittings (including electrical installations) and contents of the premises shall not be interfered with in any way. No treatment shall be given to prepare a floor for dancing and the wearing of stiletto heels is prohibited. Only authorised persons shall use steps or ladders. No nails or screws shall be driven into the walls, floors, ceilings, furniture or fittings, and no placards shall be affixed to any part of the premises. The School's furniture (other than chairs in the hired accommodation) and equipment shall not be moved except by prior arrangements. Official exit ways must be kept clear at all times. Any alteration or addition to the School's lighting or electrical heating systems is strictly forbidden, except with the written consent of the headteacher. Consent may be subject to conditions, which the Hirer will be required to observe. The Hirer shall, at the end of the hire period, leave the accommodation in a reasonable tidy condition, all equipment being returned to the correct place of storage.

12 The Hirer is responsible for the safe guarding and safe keeping of all items belonging to the Hirer, its guests/delegates or third parties engaged by it. The School accepts no responsibility for such items.

**13 Storage**

Storage facilities cannot usually be provided. When Hirers are permitted to leave equipment on the premises, they do so entirely at their own risk.

**14 Hirer's property**

Furniture and apparatus required may be brought on to the premises at the Hirer's own risk. Hirers shall not bring on to the premises, without the prior consent of the governors, any article of an inflammable or explosive nature, nor any article producing an offensive smell, nor any other substance, apparatus, or article of a dangerous nature.

15 The Hirer shall indemnify the establishment and Hampshire County Council against all claims for damages, compensation and/or costs in respect of:

- (i) bodily injury or illness to Third Parties, and/or
- (ii) damage to Third Party property caused by or arising out of or being incidental to the Hirer's use of the premises.

16 The Hirer shall be responsible for loss or damage to the establishments premises and contents therein the property of Hampshire County Council.

17 The Hirer shall effect adequate insurance in respect of the liabilities and the loss or damage referred to respectively in Conditions 15 & 16 above. (See the Annexe to this section for explanatory notes on insurance).

## **18 Refusal of hire**

The governors may refuse an application to hire the premises if:

- a) The premises are required by the School.
- b) There has been any damage to the property, or breach of these conditions during previous use of the premises by the hirer.
- c) For any other reason the governors deem it necessary or expedient to refuse the application.

No compensation shall be payable by the governors by reason of such a decision.

## **19 Cancellation by the governors**

The School reserve the right to cancel any hiring without notice if:

- (i) the accommodation will, due to circumstances outside their control, be unavailable for the hire period or
- (ii) the Hirer has failed to disclose material information concerning the proposed hiring, or
- (iii) there are reasonable grounds to conclude that the Conditions of Hire may be breached to a material extent.

In the event of (i), all hiring fees will be refunded to the Hirer, but the School shall have no further liability to the Hirer. In the event of (ii) and (iii), any refund of hiring fees shall be at the discretion of the School.

Apart from exceptional circumstances, the governors will give at least four weeks' notice to the Hirer, should it become necessary to cancel or postpone a letting.

## **20 Cancellation by the Hirer**

The Hirer must give at least four weeks' notice of cancellation to the headteacher, acting for the governors. If any shorter period of notice is given, the governors reserve the right to pass on to the hirer any costs unavoidably incurred or to impose a cancellation charge.

## **21 Payment of charges**

The Hirer shall pay the hiring fees, including any deposit, at the rates and times set out in the attached Schedule.

- 22 (i) The Hirer acknowledges that in the event that the Hirer cancels the hiring there will be a cancellation fee payable as set out in the attached Schedule and any refund of monies already paid will be at the discretion of the School.
- (ii) All hire charges must be paid within one month of the invoice being issued. This invoice will be issued at the end of each month for all the hires that have taken place in that month.
- (iii) The School reserve the right, on proper notification, to invoice the Hirer for any charges arising from excessive cleaning time incurred as a result of the Hirer failing to leave the accommodation in a reasonable condition, or for repair of the premises or equipment damaged by the Hirer, or resulting from the Hirer failing to vacate the premises by the time stipulated in the hire form.

- (iv) The Hirer shall, if so demanded, pay at the time of booking a refundable deposit to be held by the governors against costs unavoidably incurred as the result of insufficient notice of cancellation of booking, any damage caused by the Hirer, or additional cleaning required as a result of the premises not being left in a reasonably tidy condition. The proportion of the deposit to be retained will be decided by the governors and their decision will be final. Use of school meals facilities and equipment is subject to County Council conditions and a deposit of £100 is required.

**23 Statutory requirements**

- (i) All statutory requirements, including those relating to health and safety and public entertainments, must be strictly fulfilled by the Hirer. Film, music, dancing, indoor sporting events and stage events may be considered to be regulated entertainment and, as such, are licensable activities which require authorisation from the local licensing authority. For all regulated entertainment, it is the Hirer's responsibility to inform the local Licensing Authority and obtain the appropriate licence. This applies if tickets are to be sold at the door or advertised to the public, but also if tickets are offered to friends and neighbours or even if admission is free and open to all.
- (ii) No musical works in the repertoire of the Performing Rights 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 unless the consent of the owners of the copyright has been obtained by the Hirer. The Hirer must indemnify the school and the County Council against any action for breach of copyright.

**24 Attendance and behaviour**

- (i) The Hirer shall ensure that the number of persons using the premises does not exceed that for which the application was made and approved.
- (ii) The Hirer shall be responsible for ensuring the preservation of good order for the full duration of the letting and until the premises are vacated. The Hirer shall at all times provide an adequate number of supervisors for any activity and those supervisors shall be present throughout the hiring period. The Hirer shall be liable for damage caused by unruly or inappropriate behaviour.
- (iii) It is the Hirer's responsibility to ensure that all those attending are made aware of their responsibilities, and the County Council's and Hirer's insurance arrangements.

25 The School reserves the right to exclude individuals or companies that it considers undesirable or inappropriate. The headteacher reserves the right to require a representative to be in attendance for the preservation of good order and safety and to recover from the Hirer any additional expenses incurred as a result of this condition. If the headteacher's representative considers the behaviour of the Hirer, its guest/delegates or third party contractors to be unreasonable, then the representative may cancel and/or terminate the event with immediate effect and the School shall not be obliged to refund any part of the Hire charge.

**26 Alcohol**

In no circumstances shall alcoholic drinks be available at any function without prior written consent of the governors. Permission will be granted only in exceptional circumstances. Applications must be made in writing at the time the Hirer applies for the use of the premises. If permission is granted for alcoholic drinks to be sold it will be the responsibility of the Hirer to ensure that a Temporary Event Licence is obtained from the local Licensing Authority. The Hirer agrees to comply with all conditions and limitations attached to the Temporary Events Notice he obtains.

- 27 The School reserves the right to require sight of a Temporary Event Notice prior to the letting.
- 28 Gambling**  
The premises may not be used for games of chance, other than bingo, unless specific permission has been granted by the governors.
- 29 Emergency evacuation procedures**  
Hirers shall familiarise themselves with the fire precautions in force on the premises and with the means of evacuation in the event of a fire, bomb warning or any other threat to safety. The Hirer is responsible for ensuring that persons attending are made aware of the evacuation procedures. Fire and other exits must be kept clear at all times.
- 30 Smoking**  
No smoking is allowed. This includes the use of electronic cigarettes.
- 31 Premises Officer**  
The Premises Officer is instructed by the governors to ensure that the conditions of hire are fully complied with. All reasonable instructions given by the Premises Officer on duty must therefore be followed.
- 32 Use of the premises is limited to the accommodation hired and necessary facilities such as toilets. Car parking is permitted in designated areas at the premises subject to availability.
- 33 Right of access  
  
The governing body and its agents reserve the right of access to the premises during the letting.
- 34 The headteacher or his/her representative reserves the right to suspend or withdraw use of the school by an individual group with immediate effect on the following grounds:
- causing intentional damage to the school, its equipment or any personal belongings of other users
  - violent, threatening or abusive behaviour to a member of staff or other users
  - theft of any property belonging to the School or other users
  - disruptive behaviour which is interfering with the activities of others
  - behaviour which puts at risk the health, safety or well-being of others
  - non-compliance with or breach of licensing laws
  - behaviour which is deemed to be offensive and/or results in complaints from users
  - refusal to follow reasonable directions from the Premises Officer or other members of the school's staff
  - non-payment of school invoices
  - any other behaviour which is considered inappropriate to the smooth and efficient operation of the School, or against the interests of all users.
- Following the suspension, the user will be given reasons in writing and will be offered the opportunity to appeal to the governing body of the School whose decision will be final.
- 35 The Hirer may not assign or sub-let the hire of the School.

## 10. Public Liability Insurance Policy

### Policy Summary

This is a policy summary for hirers only and does not contain the full terms and conditions of the contract of insurance. Full terms and conditions can be found in the policy document, a copy of which is available on request.

### Insurance Cover Provided

The school has arranged Public Liability insurance underwritten by JLT Speciality Ltd to cover the hirers of their facilities if members of the public are injured or their property damaged, whilst using the school facilities. The policy covers defending claims and for payment of damages to third parties if the hirers are found to be legally liable.

### Duration of Cover

Insurance cover is provided for each Hirer solely for the period of hire of the school facilities.

### Key Features & Benefits

Limit of Indemnity - £5,000,000

The amount relates to:

- Any one claim or series of claims arising out of one occurrence

### Reasonable Precautions

Hirers shall take all reasonable steps and precautions to prevent accidents and to comply with statutory or local authority laws and requirements.

### Significant Exclusions or Limitations

- In respect of each Hirer the policy excludes:
- Liability for injury to any employee.
- Loss or damage to property belonging to them or in their charge or control except premises and equipment occupied or used by them and under temporary hire from the school.
- Liability for injury loss or damage arising from goods sold, supplied, delivered, installed or erected by them other than food and drink.
- Liability arising out of ownership, possession or use of any mechanically propelled vehicle or attached trailer where motor insurance is required by law (other than for loading/unloading) or any water craft or aircraft. Liability for the activities of Parent Teacher Associations, summer camps, holidays schools, firework displays, armed or unarmed combat sports (including martial arts).
- Any liability in respect of pollution or contamination unless due to a sudden, identifiable, unintended and unexpected incident.
- Fines, penalties or liquidated, aggravated, punitive or exemplary damages
- The excess £100 for each and every claim involving loss or damage to the hired premises and equipment.