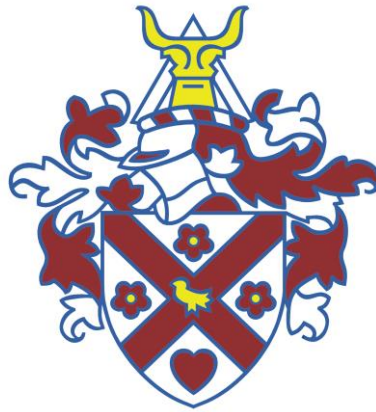


# Emerson Park Academy

A SPECIALIST SPORTS COLLEGE

ENDEAVOUR ✦ PERSEVERE ✦ ACHIEVE



## Conditions of Letting

Document valid from 1<sup>st</sup> March 2016

## Policy Statement

The Academy is funded directly from the Department for Education (DfE) using money raised from taxes of the citizens. Its buildings and facilities are not in use all of the year, nor even throughout each day or week. Therefore, the Academy has a duty to make these available for community use where this can be done without compromising its main purpose of providing Secondary Education for its students.

The Board of Directors is responsible for any lettings involving facilities on the site and delegate the day to day organisation to the Head Teacher and his staff.

For the purpose of this document, a letting will be defined as the use of any facility at any time not scheduled for education purposes on the annual School calendar.

All charges for letting the facilities should, except in exceptional circumstances approved by the Board of Directors, generate a profit to supplement the Academy's delegated budget and not be a loss to it.

In all cases, use by the Academy will have precedence over that for a letting request. The Academy enjoys excellent facilities both in teaching and recreational areas. The primary function of these facilities is to support the education of students. When considering a booking, reference will be made to known and foreseeable Academy usage before it is accepted. Those bookings which may have an advantageous effect on the Academy, will be given preference. The use of recreational areas by the Academy staff will also be given preference over community usage.

Activities which require extensive labour to reinstate the facility for normal use are likely to be refused or incur additional charges. The nature of any club or society should be clearly stated on the Hirers Application Form where any potential effect on the Academy or local community will be investigated. The decision of the Board of Directors in these cases is final. The Academy reserves the right to refuse or cancel a booking where it is considered that it would conflict with the ethos and policies of the Academy or have an adverse effect on its reputation. If a series of lettings has commenced and it becomes apparent further use will result in an impact of the ability of the Academy to provide provision for education purposes, the letting will be terminated with immediate effect.

A letting will not commence without a signed Document of Agreement confirming the 'Conditions of Letting' contained within this document have been read and understood. Signing the document on behalf of the named organisation, confirms acceptance that all activities will comply with Academy policies and current Health and Safety legislation.

In order to ensure that any letting operates in a safe manner and not pose a threat to the safety of any member of the Academy, organisation or wider community, the hirer will be expected to carry out a Risk Assessment and provide a copy to the Academy upon request. In addition, the Academy will carry out relevant safeguarding checks including an open source search on all organisations using the facilities.

As the Academy values the good relationship it enjoys with its immediate neighbours, lettings will only be accepted that do not undermine this situation. In the event that anything occurs which might cause distress or disturbance to our neighbours, the Academy will terminate all future lettings by the hirer with immediate effect.

For the safety and security of all staff, hirers and users of facilities, the premises are monitored by 24Hr CCTV.

This policy will be reviewed on a regular basis in order to accommodate present and changing needs.

Lettings Policy owner Head Teacher

Approved by the Finance Committee Date:

Approved by the Board of Directors Date:

Revision due date 31<sup>st</sup> December 2017

- 1. Conditions of Letting**
  - 1.1 Applications for Hire
  - 1.2 Booking Process
  - 1.3 Charges for Hire
  - 1.4 Cancellation of Hire
  - 1.5 Opening Times
  - 1.6 License Requirements
  - 1.7 Other Specific Requirements
  - 1.8 Other Conditions of Hire
- 2. Hirers Application Form**
- 3. Hirers Booking Form**
- 4. Lettings Costs**
- 5. Maximum Capacity**
- 6. Safety Notice for all Hirers**
- 7. Document of Agreement**
- 8. Notes for EPA Representatives**

## 1. CONDITIONS OF LETTING

The following Conditions of Letting form an integral part of the Lettings Policy.

### 1. Organisation of lettings

The management of lettings is the responsibility of the Business Manager who will make decisions concerning the suitability of individual lettings. The Business Manager may decide to refer the decision to the Board of Directors Finance Committee who have ultimate accountability to the DfE for use of the premises. The Academy reserves the right to refuse any application.

The Site Manager and his staff are responsible for ensuring access to the facilities and have the authority to terminate, without notice, lettings deemed to be in breach of these Conditions of Letting.

Support will be provided by the administration team who are responsible for issuing booking confirmations, invoices and receipts for payments.

#### 1.1 Applications for Hire

- 1.1.1 All applications for hire of facilities should be addressed to Emerson Park Academy Lettings Department.
- 1.1.2 Each hirer is required to complete a HIRERS APPLICATION FORM giving details of the person or organisation applying to hire the facilities.
- 1.1.3 Each hirer must complete a HIRERS BOOKING FORM giving details of the facility, date and time of hire. The hirer should indicate on this form if the request is for regular hirings by indicating the start and end date, and confirming if dates falling during normal school holidays are also required.
- 1.1.4 Application forms are available on request or may be downloaded from the Academy website ([www.emersonparkacademy.org](http://www.emersonparkacademy.org)).
- 1.1.5 The hirer, or representative of any organisation hiring the facility, must be over 18 years of age.
- 1.1.6 The hirer is required to produce, if requested, a valid CRB certificate if the intended use of the facilities involves children under the age of 18 years. Under these circumstances, the hirer must also ensure any coaches or supervisors also hold a valid CRB certificate. The Academy will not be responsible for any costs incurred by the hirer in obtaining a CRB certificate and reserves the right to decline any application not supported by this documentation, if requested.
- 1.1.7 Lettings which generate large quantities of litter are likely to be refused unless procedures are in place to reinstate the site.
- 1.1.8 The Academy requires that all hirers using the facilities for more than 10 sessions in any one academic year have their own adequate Public Liability Insurance covering the period of letting.
- 1.1.9 The limit of indemnity for any one incident should be a minimum of £5,000,000.
- 1.1.10 Evidence of insurance cover must be provided at the time of application by enclosing a copy of a valid Certificate of Insurance covering the period of hire.
- 1.1.11 For lettings of less than 10 weeks or when a hirer fails to supply a valid Certificate of Insurance, an insurance surcharge of 10% will be applied for use of

the Academy's Insurance cover. This surcharge is subject to Insurance Premium Tax at the level specified by HMRC (currently 5%).

1.1.12 The hirer shall not sub-let or assign any part of facilities being hired to another person or organisation, nor shall the facility be used for any purpose other than that for which it has been hired, as specified on the HIRERS BOOKING FORM.

1.1.13 For certain types of letting, the Academy may require a refundable deposit of up to £500 to be made by the hirer. A full refund will be made within 48 hours of hire subject to any deductions for damage or additional cleaning charges (see 1.8.10 below).

## 1.2 Booking Process

1.2.1 Provisional telephone bookings will be held for a period not exceeding 7 days whilst the hirer completes and returns the required application forms.

1.2.2 The hirer must complete and return the HIRERS APPLICATION FORM, HIRERS BOOKING FORM and any required supporting documentation (e.g. copy of Certificate of Insurance etc.)

1.2.3 The Academy will issue a BOOKING CONFIRMATION to the hirer specified in the application form.

1.2.4 Upon receipt of the BOOKING CONFIRMATION, the hirer must check the facility, dates and times shown on the confirmation and notify the Academy of any errors or omissions. Notwithstanding any corrections, the booking will now be deemed to be CONFIRMED.

1.2.5 The Academy will issue an invoice for all confirmed bookings (including any Insurance surcharge) which must be paid by the date specified on the invoice (usually 6 weeks prior to the first date of hire). Failure to pay the invoice by the specified date may result in cancellation of the booking.

1.2.6 For regular or block bookings, invoices will be generated termly in advance and payment will be due prior to first date of hire shown on the invoice.

1.2.7 Invoice payments may be made in cash or by cheque payable to 'Emerson Park Academy'. No credit or debit card payments are allowed.

1.2.8 Any returned or unpaid cheques may result in an administration charge being applied and may affect future bookings.

1.2.9 A receipt will be issued for all invoice payments.

1.2.10 A credit note will be issued for any bookings which have been paid for and subsequently cancelled by the Academy. The credit note may be used to offset future charges. Any refunds due or made by the Academy will be made by cheque only.

## 1.3 Charges for hire

1.3.1 The fees shown in section 4 have been approved by the Board of Directors Finance Committee.

1.3.2 The Academy reserves the right to vary the hiring fee, as set out in section 4, at any time up to six weeks before the date of the event for which the facility has been hired, whether or not the previously notified fee has been paid. Any additional fee involved must be paid in full before the date of hire.

1.3.3 Where sports facilities are hired for less than 10 consecutive weeks, the booking will be subject to VAT at the current rate in force at the time of hire, as specified by HMRC.

## 1.4 Cancellation of Hire

1.4.1 The hirer may cancel a confirmed booking in writing but may incur cancellation charges based upon the length of notice given.

- 1.4.2 Refund of hire fees paid or due are as follows:
- More than 6 weeks notice - Full refund of fees paid or due for payment.
  - Between 4 and 6 weeks - 50% refund of fees paid or due for payment.
  - Less than 4 weeks - No refund of fees paid or due for payment.
- 1.4.3 The Academy can at anytime during the hire, or period leading up to the hire, terminate the hire without notice if the hirer is in breach of these conditions of hire. Under these circumstances, no refund will be made.
- 1.4.4 If a hire is cancelled by the Academy (other than for reasons specified in 1.4.3 above), it will give a full refund of fees paid.
- 1.4.5 The Academy will not be held responsible for any loss of estimated income or actual expenses incurred arising from such cancellations.
- 1.4.6 It may be necessary to withdraw use of the facilities due to adverse weather, or other reasons beyond the Academy's control. Under these circumstances, every effort will be made to contact the hirer as soon as possible. Details of any closure will be published on the Academy's website ([www.emersonparkacademy.org](http://www.emersonparkacademy.org)), which should always be checked during periods of adverse weather.

## 1.5 Opening times

- 1.5.1 The Academy will not accept bookings on the following days:
- Bank Holidays (or days deemed to be in lieu of Bank Holidays).
  - The weekend between Good Friday and Easter Monday.
  - The period between (and including) Christmas Eve and New Years Day.
- 1.5.2 The Academy may accept bookings between 17:00 to 22:00 Monday to Friday.
- 1.5.3 Weekend lettings may occur between 08:00 to 23:30 on a Saturday, and 08:00 to 18:00 on a Sunday.
- 1.5.4 Bookings on the Astroturf (Artificial Pitch) will terminate no later than 21:30. In order to comply with the conditions for granting planning permission, the floodlights will automatically turn off at 21:30 and this cannot be extended under any circumstances.
- 1.5.5 Hirers of the Astroturf facility should end their activities 10 minutes prior to the end of the hire period to allow time to clear and vacate the area prior to use by the next hirer.
- 1.5.6 Hirers of other facilities must allow sufficient time to restore the facility hired to an acceptable condition and ensure the area is vacated by the end of the hire period.
- 1.5.7 Any requirement to 'set up' or 'clear away' facilities hired must be included in the period of hire as no additional time is allowed.
- 1.5.8 Hirers and users of facilities must vacate the site within 15 minutes after the end of the hire period.
- 1.5.9 The site will be opened 15 minutes before the start of the first let and closed 15 minutes after the last let of the day. Any delay in closing the site caused by users delaying their departure will be charged to the hirer responsible for the person(s) causing the delay.

## 1.6 License Requirements

- 1.6.1 Alcohol may not be consumed on the premises without the express written permission from the Board of Directors.
- 1.6.2 Any request to consume alcohol must be made at the time of application and included on the HIRERS APPLICATION FORM.
- 1.6.3 The granting of permission to consume alcohol will always be given in writing.

- 1.6.4 If permission to consume alcohol is granted, it may not be sold on the premises unless an occasional license has been obtained from the local Licensing Justices. (The use of tokens or tickets is not permissible).
- 1.6.5 Hirers must ensure they allow sufficient notice of application for an occasional license to be considered and approved by the Licensing Justices and if granted, must provide a copy to the Academy prior to the event.
- 1.6.6 The hirer will be responsible for ensuring the opening and closing of the bar complies with the times required by the Conditions of the License.
- 1.6.7 The Academy premises are not licensed for public entertainment.
- 1.6.8 For certain types of event, an occasional license must be obtained from the Local Authority's Environmental division. Further information and advice is available on request. The initial approach on such matters should be made in writing to the Business Manager.
- 1.6.9 Hirers are responsible for ensuring that conditions attached to the granting of any license are fully observed.
- 1.6.10 The Academy's representative, or other duly authorised officer of the Local Authority, has the authority to control the volume of sound caused by musical or audio equipment. Any breach of this condition will result in immediate termination of hire.
- 1.6.11 No copyright dramatic or musical work shall be performed without the license of the owner of the copyright and all such licenses shall be produced on demand to the Academy, or any duly authorised officer of the Local Authority or Legal representative.
- 1.6.12 The hirer shall upon request, provide for approval, a copy of any entertainment programme to be provided during the hire. Once approved, the entertainment provided must conform to the programme. If the programme is not approved and cannot be varied as necessary, the hirer will be allowed to cancel the hiring as set out in condition 1.4 above.

## **1.7 Other Specific Requirements**

- 1.7.1 The hirer, or their appointed representative, must be present throughout the period of hire and are responsible for ensuring their users comply fully with the terms and conditions of hire.
- 1.7.2 The safety of all users of the facilities is paramount and it is the responsibility of the hirer to provide adequate First Aid cover suitable for the activity being performed. The hirer must also ensure their users are aware of how to access such support.
- 1.7.3 The Academy has a no smoking policy and therefore, smoking is NOT permitted in or around any buildings on the site. The whole site (buildings and grounds) is designated a Non-Smoking domain and anyone failing to comply will be asked to leave the premises.
- 1.7.4 The use of naked flames such as candles or gas burners, are strictly prohibited.
- 1.7.5 Designated Fire Exits, or routes to such exits, must be kept clear at all times.
- 1.7.6 No items likely to cause damage to the floors, walls or other finishes (such as barrels, bottles, cases etc.) shall be brought into any facility without the hirer having taken adequate protective measures.
- 1.7.7 No bolts, nails, tacks, sellotape, screws etc. shall be used on the premises, nor shall any notices or bills be displayed without express permission.
- 1.7.8 The wearing of ONLY non-marking trainers is permitted in the Sports Hall and Gymnasium. The wearing of stiletto heeled shoes is not permitted under any circumstances.
- 1.7.9 Football boots, blades and other 'muddy' footwear are not permitted on the Astro turf. (This also applies to spectators). Trainers or Astro trainers are permitted.

- 1.7.10 Food and drinks are not permitted in the Sports Hall, Gymnasium or within the fenced area of the Astroturf or MUGA facilities. ONLY small bottles of water are permitted in these areas and empty containers must be disposed of in the appropriate litter bins provided or taken away from site.
- 1.7.11 No alterations or additions shall be made to the premises or services (e.g. additional lighting) without express prior written permission.
- 1.7.12 The maximum capacity for facilities has been approved by the London Fire Brigade and must not be exceeded. The hirer must ensure the maximum capacity for the facility being hired (as specified in section 5) is not exceeded under any circumstances.
- 1.7.13 In the event of any accident or near miss occurring, the hirer is responsible for ensuring the Academy representative is informed and the necessary documents completed.
- 1.7.14 Should any emergency services be requested, the Academy representative should be informed immediately to ensure unhindered access by the service.
- 1.7.15 Hirers are responsible for ensuring their users are familiar with the emergency procedures, including emergency exits and assembly points, and must follow the instructions given by the Academy representative in the event of an emergency situation arising.
- 1.7.16 Under no circumstances should flammable liquids, solids, gases or explosive substances, or anything likely to pose a hazard to staff, hirers or other users be brought onto the premises.
- 1.7.17 Users are not permitted access to any other facilities or areas of the site other than those agreed for the purpose of hire. Washroom and changing facilities will be made available upon request.

## **1.8 Other Conditions of Hire**

- 1.8.1 The hirer is responsible for the preservation of good order and shall fully compensate the Academy for any damage howsoever occasioned except insofar as the hirer satisfies the Academy that such damage or loss was caused by the neglect of, or any act of default on the part of the Academy, or Local Authority employees acting in the performance of their duties.
- 1.8.2 Instances of physical or verbal abuse, or threatening behaviour towards members of staff or other clients will not be tolerated and may result in immediate termination of hire.
- 1.8.3 The Academy will report all acts of malicious damage, abusive or threatening behaviour to the Police for prosecution. The Academy will take steps to recover all costs resulting from malicious damage and consequential loss through court action if necessary.
- 1.8.4 As many facilities are used by young people, use of any inappropriate language, gestures or behaviour will not be tolerated under any circumstances and the offender will be asked to leave the site. Repeated occurrences will be reported to the Board of Directors and may result in termination of hire.
- 1.8.5 When booking the facilities, the hirer should indicate the number of chairs, tables etc. or any other special requirements which the Academy will endeavour to meet.
- 1.8.6 If sufficient chairs, tables etc. up to the maximum capacity, cannot be provided by the Academy, consideration will be made to give permission for the hirer to provide, at their own expense, such additional items.
- 1.8.7 It is the responsibility of the hirer to arrange, set out and put back furniture or equipment used in conjunction with a letting.
- 1.8.8 Where permission to use Academy equipment is given, it may be conditional on employing a specialist member of staff. The cost of this will be charged to the hirer at the time of booking.



- 1.8.9 It is the responsibility of the hirer to ensure that any equipment brought onto the site conforms to current Health and Safety regulations and is therefore safe for use. In addition, suitable precautions must be taken by the hirer to isolate specialised equipment from unauthorised members of the group. The Academy's representative has the power to stop the use of any equipment which is obviously a threat to the safety of persons present, or the premises.
- 1.8.10 It is a requirement that the hirer leaves the facility in a reasonable, tidy and clean condition after use. If additional cleaning beyond that which would normally be required has to be undertaken, a further charge may be made against the hirer.
- 1.8.11 Where children or young people are present, the hirer must ensure they are supervised by a responsible adult at all times and not left unsupervised.
- 1.8.12 The hirer shall at all times, permit access to the premises and services by the authorised staff of the Academy, Officers acting on behalf of the Local Authority, Police Officers and other personnel who have a statutory right of access to the premises.
- 1.8.13 The Academy will not be responsible for any loss, including any expenses incurred by the hirer, caused by any breakdown of machinery, failure or interruption to the supply of gas, water or electricity, leakage of water or fire (except insofar as any such loss may be caused by neglect or any act or default of the Academy or any employee) or due to any Government restrictions or act of God, which may cause the premises to be closed or the hiring interrupted, terminated or cancelled.
- 1.8.14 The Academy accepts no responsibility for any loss of property, injuries sustained or any other claim during the period of hire, except insofar as any loss or injury, or any claim is a result of an act of negligence or default of the Academy or any of its employees in performing their duties as an employee.
- 1.8.15 Any personal property left at the end of a hire, or handed in to the Academy representative as 'lost property', will be retained for a period not exceeding 2 months, after which time, if not recovered, may be disposed of by the Academy without any liability on the part of the Academy to the owner of such property.
- 1.8.16 Hirers and other users may park their vehicles in designated parking areas at their own risk. Parking on grass verges is prohibited.
- 1.8.17 Hirers must ensure their users do not park or wait in any area likely to impede the access of emergency services. This includes the road entering the site and in the vicinity of safety notices specifying areas to be kept clear.
- 1.8.18 Extreme care should be taken when driving on site due to the possibility of young people, or people with visual or hearing difficulties using the facilities. All drivers should observe the site speed limit of 5 mph and not assume they have been seen or heard by other users.
- 1.8.19 The Academy accepts no responsibility for any loss or damage to, or theft from, any vehicle whilst on its premises.
- 1.8.20 The Academy will have one or more representatives in attendance during the period of letting to ensure compliance with these conditions and that representative will be invested with the power to terminate the letting immediately if circumstances so demand.
- 1.8.21 Should these conditions not cover a specific circumstance arising out of a particular request from a hirer, then due consideration will be given to that at the time of booking and any necessary special conditions will be set out in writing by the Business Manager. Hirers should ensure that sufficient notice is given of such needs to enable them to be considered before the hire takes place.

# EMERSON PARK ACADEMY

## 2. HIRERS APPLICATION FORM

This form must be completed by all applicants applying to hire any facility at the Academy

Name of Hirer  
(Mr/Mrs/Ms/Miss/ ) \_\_\_\_\_

Address of Hirer \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ Mobile Number \_\_\_\_\_

Email address \_\_\_\_\_

Type of Organisation \_\_\_\_\_

Invoice Address \_\_\_\_\_

(if different from above)

\_\_\_\_\_ Post Code \_\_\_\_\_

### PLEASE CIRCLE YOUR RESPONSE TO THE FOLLOWING QUESTIONS

Will there be any young people attending the event? YES / NO

Young people are those under 18 years of age.

Are you intending to consume Alcohol at the event? YES / NO

Permission will be confirmed in writing if approval is given.

If yes, will the alcohol be sold during the event? YES / NO / Not Applicable

Selling of alcohol at an event will require an Occasional License to be obtained in advance from the local Justice

Will members of the general public be allowed access? YES / NO

Do you have Public Liability Insurance? YES / NO

Minimum limit of indemnity for any one incident £5,000,000. If less than this value, or the answer is NO, the Academy will apply a 10% Insurance surcharge for lettings of less than 10 dates. This surcharge is liable to Insurance Premium Tax at the prevailing rate.

Date of Insurance Certificate Expiry \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

A copy of a valid Certificate of Insurance covering all dates of hire must be attached to the completed application form.

Are you intending to have music at the event? YES / NO

If YES, will this be a live performance? YES / NO / Not Applicable

Signed \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_  
If signing on behalf of the organisation

For Academy Use Only	
CRB reqd	
OS check	
Alcohol Appr	
Valid Insurance	
License Appr	
BPRO update	

# EMERSON PARK ACADEMY

## 3. HIRERS BOOKING FORM

The hirer must have already completed a HIRERS APPLICATION FORM before completing this BOOKING FORM.

This form must be completed by all applicants wishing to hire any facility at the Academy.

Name of Organisation/Hirer \_\_\_\_\_

Facility required: \_\_\_\_\_

Purpose of Hire: \_\_\_\_\_

**For a single hire**

Date of Hire: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

**OR,** if this request is for a block or multiple dates, please state first and last date of hire:

First Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Last Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

If any date falls on the day of a school holiday, do you still wish to book that date? Y / N  
Dates falling on a Bank Holiday will not be included.

Please indicate the times on the days required:

Monday From \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Tuesday From \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Wednesday From \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Thursday From \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Friday From \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Saturday From \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Sunday From \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

I have read, understood and agree to abide by the Academy's terms and conditions of letting. In making this request for hire on behalf of an organisation, I confirm that I have the authority to do so on behalf of that organisation.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

If signing on behalf of the organisation

For Academy Use Only	
BPRO Date	
Booking Ref	
Invoiced	
Payment	

# EMERSON PARK ACADEMY

## 4. LETTINGS COSTS PER HOUR

### Letting costs effective from 1 March 2016

Facility	Hourly Rate of Hire		
	< 10 Wks approx reduction	10+ wks (-20%)	20+ wks (-30%)
Main Hall	£65.00	£50.00	£45.00
Dining Area	£30.00	£24.00	£21.00
Kitchen Area	£25.00	£20.00	£18.00
Hall, Dining & Kitchen	£100.00	£80.00	£70.00
Classroom	£25.00	£22.00	£20.00
Drama Studio	£30.00	£25.00	£22.00
Gymnasium	£30.00	£25.00	£22.00
Fitness Suite	£40.00	£35.00	£30.00
Rowing Corridor	£30.00	£25.00	£22.00
Sports Hall	£40.00	£35.00	£30.00
<i>Sports Hall (BE Rate)</i>			£25.00
Astro - Whole	£90.00	£75.00	£65.00
Astro - Half	£55.00	£50.00	£45.00
Astro - Third	£40.00	£35.00	£30.00
Grass Pitch (Full)	£40.00	£35.00	£30.00
Grass Pitch (Inter/Mini)	£35.00	£28.00	£25.00
Whole Field	£250.00	n/a	n/a
Cricket Pitch	£80.00	£64.00	n/a
MUGA 1	£30.00	£25.00	£22.00
MUGA 2	£40.00	£35.00	£30.00
<b>Plus VAT @ 20%</b>			
Insurance Surcharge	10.0%	plus 5% IPT	

The above rates are inclusive of all utility charges.

# EMERSON PARK ACADEMY

## 5. MAXIMUM CAPACITY

<i>Facility</i>	<i>Maximum Capacity</i>
Main Hall (with audience all seated)	350
Main Hall (used as a dance floor – no tables or chairs)	250
Main Hall (used as a dance floor – with tables or chairs)	100
Dining Area (used for additional seating – no tables)	100
Dining Area (used for seated eating – tables of 8)	80
Dining Area (used for dancing/disco - no tables or chairs)	90
Stage – seating or performance	50
Classroom, standard – seated at tables	28
Drama Studio	35
Fitness Suite	20
Rowing Corridor	20
Gymnasium (used as a sports area - no audience)	30
Sports Hall (used as a sports area - no audience)	50
Astroturf – Whole	120
Astroturf - Half	60
Astroturf - Third	40
MUGA 1 (1 tennis/netball court)	30
MUGA 2 (2 tennis/netball court)	40
Grass Pitch - Full	80
Grass Pitch - Intermediate	70
Grass Pitch – Mini Soccer	60
Cricket Pitch	80
Whole Field	600

***The above table specifies the maximum capacity for each facility; under no circumstances may these be exceeded. Failure to comply with this requirement will result in the immediate termination of hire in accordance with condition 1.7.12.***

## EMERSON PARK ACADEMY

### 6. SAFETY NOTICE FOR ALL HIRERS

Emerson Park Academy is fully committed to the Health, Safety and Welfare of our employees, students, visitors and all those affected by our undertaking. We will take all reasonable steps to provide a safe environment to prevent injury or illness. A copy of the Academy's Health and Safety Policy is available on request.

Your co-operation is essential to ensure the Academy meets its Health and Safety responsibilities whilst the premises are open to the public.

For the security and safety of all, the site is monitored by 24 Hour CCTV. Recorded images may be made available to law enforcement officers to help with crime prevention in addition to securing evidence to support any prosecution related to criminal activity.

During a normal school day, staff and students are very aware of the many exits that are available to leave the building in the event of an emergency. However, for security reasons, in the evening and at weekends many of these exits are locked electronically, preventing access from outside. These doors may be used to exit the building in the event of an emergency by hitting the GREEN Emergency Exit button located adjacent to the door which will release the electronic lock.

The premises are protected by a fully automatic smoke and fire alarm system, with additional manual emergency call points located around the building. When the alarm is activated, either automatically or by using a manual call point, all electronic locks will automatically release. Upon hearing the alarm signal, which is a siren supplemented with flashing beacons in some areas, everyone should evacuate the building using the nearest available exit indicated by signage throughout the building. The assembly point for all users is the rear car park between the main building and Sports Hall. Users of outdoor facilities should assemble and remain at their location if safe to do so. The hirer, or their appointed person, is responsible for ensuring all their users are accounted for and report any missing persons to the Academy representative immediately. If requested, arrangements can be made to demonstrate the emergency signal to ensure your users are familiar with the alarm signal. A copy of the full evacuation procedure is available on request.

**It is the responsibility of the hirer to relay this information to ALL members of the public visiting the Academy during the period of their let. This should take place at the earliest convenient time when all visitors are present. By signing the Document of Agreement, you are confirming your acceptance of this requirement and undertake to fulfil your obligations in this respect.**

In the event of an emergency, you should raise the alarm and contact the Academy representative immediately by radio using the help point at the entrance to the site office, opposite reception. You must at all times, act on the advice given by the Academy representative and pass on any instructions to your users. The Academy representative is a qualified First Aider and has access to a First Aid kit, however this does not remove your responsibility as the hirer to provide your own First Aid support for your activities taking place on the site as specified in 1.7.2.

The address of the Academy is: **Wych Elm Road, Hornchurch, RM11 3AD**  
**Telephone No: 01708 475285**

<b>Emergency Telephone Numbers:</b>	Academy Representative	07866 860246
	Facilities Manager (Mr Weatherley)	07999 351676
	Business Manager (Mr Wells)	07540 984074

**7. DOCUMENT OF AGREEMENT**

This agreement is made between Emerson Park Academy

and \_\_\_\_\_

for the hire of facilities specified in all booking forms signed by the hirer and is valid for the current Academic Year 1<sup>st</sup> September 2015 to 31<sup>st</sup> August 2016.

The 'hirer' is the individual named above, or a representative of the organisation named above and duly authorised to sign this agreement on behalf of that organisation.

**By signing this agreement, the hirer confirms the Conditions of Letting contained in this document and posted on the Academy website have been read, understood and will be complied with unreservedly.**

Furthermore, the hirer confirms they have read and fully understand their responsibilities detailed in section 6. 'Safety Notice for all Hirers' and agree to fulfil their obligations contained therein.

The hirer accepts that failure to comply with the Conditions of Letting may result in the immediate termination of hire, without notice or refund, as specified in condition 1.4.3

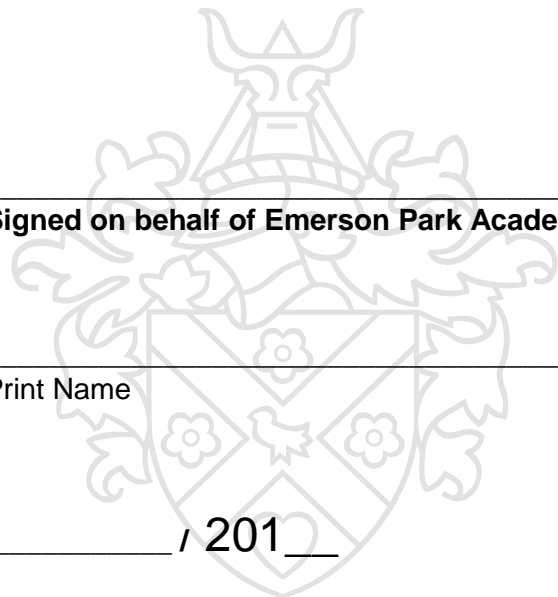
\_\_\_\_\_  
Hirers Signature

\_\_\_\_\_  
Signed on behalf of Emerson Park Academy

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

Date \_\_\_\_\_ / \_\_\_\_\_ / 201\_\_





## 8. Notes for the Academy Representative

The Academy representative is normally responsible for all aspects of security of the site and the health and safety of all users of facilities on the site. They will represent the Academy to our clients and members of the general public and behave in a polite and courteous manner at all times. They have the power to terminate with immediate effect, any activity which poses a potential risk to the premises or users of the facilities or that is deemed to be in contravention of these Conditions of Letting.

In the event of a breach of any of the Conditions of Letting or the identification of any potential health and safety risk, the Academy representative should notify the Site Manager or Business Manager immediately and record the details in the Event Log.

The Academy representative will be fully conversant with the Conditions of Letting, the Academy's Health and Safety Policy and the Emergency Evacuation Procedure. They will exercise due diligence and display a visible presence at all times, being the primary point of contact for all hirers. They will carry a radio and mobile phone whilst on duty to ensure they can be contacted promptly in the event of an emergency arising.

The Academy representative will be advised by the Site Manager of the following:

- The name of the Hirer.
- The precise date, time and duration of hire.
- The facilities being let.

Additional responsibilities of the Academy representative whilst on duty include:

- With reference to the areas being let, ensure that the emergency exits and routes to them are unlocked and kept clear of obstructions throughout the period of hire.
- Meet with the Hirer, or their appointed representative, at the beginning of the let and confirm:
  - their knowledge of the alarm signal,
  - their knowledge of the emergency procedures,
  - their knowledge of the emergency exits in the vicinity of the facility being let,
  - their responsibility to ensure ALL users are made aware of the procedures for an emergency evacuation,
  - they know how to summon assistance in the event of an emergency and point out the Help Point situated outside the site office.
- Ensure all hirers and their users vacate the facility being let at the end of the period of hire, enabling any other hirers to commence their use of the facility at the correct time.
- Following the end of the let of a facility, confirm the area is clear of users, collect any property left for safe keeping, switch off the lights, secure the facility and lock any associated Fire Exits that are no longer required.

In the event of an emergency arising, the Academy representative will contact the emergency services as required and take responsibility to liaise with the emergency service having facilitated their access to the site of the emergency.

If any situation arises regarding any aspect of the let that the Academy representative is unfamiliar with or uncertain of, they must immediately seek guidance from the Facilities Manager, or alternatively the Business Manager.