



GREAT HEIGHTS ACADEMY TRUST

LETTINGS POLICY

Policy and Code of Practice for the Letting of Trust Premises

The Trust accepts the importance of their role as a central part of the community it serves. To this end we have a clear framework, which provides for the use of Academy premises.

The following Trust premises consist of one meeting room:

- West Vale Academy – Up to 60 delegates

Any person or organisation wishing to let the property must complete our booking form (Appendix B). They must also name a person to be responsible for the letting who is over 18 years of age. The person making the request will be notified of the decision in writing (including via email). The school reserves the right to refuse permission to let the property.

Where premises are hired for an activity involving persons under the age of 18, it is the hirer's responsibility to ensure that all adults involved are suitable to work with persons under 18 years and have been subject to the appropriate checks, either by the hirer or through an association or parent organisation of which they are a member. The hirer must also provide the Academy with a copy of their Child Protection Policy.

Charges:

1. Hire of the school meeting premises

- a. There is no lettings charge to Parents & Friends Associations of each academy.
- b. Costs incurred by the Trust will be charged to all hirers (excluding PFA) on the basis of:
 - i. Fuel charges
 - ii. Site Manager costs (including on costs)
 - iii. Facilitation/Admin services, the cost of these staff costs (including on costs)
 - iv. Cleaning costs
 - v. Any other costs incurred by the Trust as a result of the letting

2. Additional Charges for refreshments:

- a. The Trust has facilities to provide breakfasts, lunches and refreshments (Costs detailed in Appendix A)

Appendix A

The Trust Meeting Room and Refreshment Prices as at November 2021

Room Hire	
Per Day	£100.00
Half a Day	£ 50.00
Per the hour (8.00 a.m. – 5.00 p.m.)	£ 20.00
Per the hour (5.00 p.m. – 9.00 p.m.)	£ 30.00
Use of Flip Chart & Pens	£ 10.00
Projector & Screen	£ 25.00
Refreshments – <i>Water Available at all times</i>	
Tea, Coffee and Biscuits	£1.50 per head
Breakfast	
Danish, Tea & Coffee	£2.50 per head
Lunch – Option 1	
Selection of sandwiches with a salad garnish, crisps, savouries	£5.00
Lunch – Option 2	£5.50
As above plus cakes	
Juice	£1.00 per jug

Please note all prices are exclusive of VAT

Terms & Conditions for Hirers

1. All clients must complete a booking form (Appendix B) which must be completed and returned at least 7 days prior to the event. Without this form, we may cancel your booking without notice.
2. When arriving at the Trust between the hours of 8am – 4pm the named 'responsible' person must inform the Teamworks Team that he or she is now taking up the letting and similarly when departing make it clear the letting has finished. Between the hours of 4pm -9pm the named 'responsible' person must inform premises staff. It is important that the times stated on the letting form are adhered to and not exceeded.
3. Please be aware of the contractual obligations of employees working in the Trust during the letting. They may be required to be present throughout the letting and for insurance purposes may only allow use of resources and facilities booked at a prior date.
4. The meeting room is not available for public entertainment or the sale of alcohol. If you have any queries around this, you should contact the Trust for clarification.
5. The Trust operates a no smoking policy for lettings of its premises and we request that you assist us by observing this.
6. Please be aware of noise levels and avoid unnecessary disturbance to the Trust's neighbours.
7. The Trust cannot reserve or guarantee car parking spaces, they are allocated to all visitors on a first come, first served basis.
8. The Trust does not accept liability for vehicles parked in our car park or belongings left in vehicles.
9. Please be considerate of local residents when parking. Residents require easy access to their properties and should not be obstructed by vehicles involved with the letting.
10. The management reserves the right to expel anyone from the premises who may be behaving in a manner deemed to be unsuitable, illegal or immoral.
11. Hirers must ensure that high standards of cleanliness are maintained at all times.
12. Hirers must observe fire precaution procedures as displayed in the rooms.

13. Hirers must at all times observe Health and Safety at Work regulations whilst using all facilities.
14. All accidents and injuries must be reported to premises staff immediately.
15. The Trust accepts no liability for injury, damage or loss not directly attributable to the negligence of their employees. The hirer is responsible for public liability or any other insurance required for their event, including that of any third party providers used as part of their hire. We would ask hirers to be vigilant of unauthorised persons entering the Trust premises during the letting, or persons entering areas of the Trust not specified on the letting agreement.
16. The hirer agrees not to visit websites using our internet connection which potentially could be viewed as inflammatory, obscene or morally ambiguous. In addition, the hirer accepts the cost of rectifying any repairs needed to IT equipment used should the hirer be found to have caused an issue.

Appendix B

MEETING ROOM BOOKING FORM

Contact Details:

Name:	
Name of Company:	
Contact Number:	
Contact email:	
Invoice Address:	
Order Number:	

Room hire details:

Name of event:			
Date Room Required:		Times:	From: To:
Number of delegates:			
Layout Required:	Boardroom – Up to 26 delegates Theatre – Up to 60 people Cabaret – Up to 30 people Other – Please specify		
Any further requirements?			

Further information required:

Refreshments –	Breakfast	Tea/coffee/biscuits	Lunch Option 1	Lunch Option 2
Time required:				
Flip chart required:	Yes/No			
Projector and screen required:	Yes/No			
Any further requirements?				

Additional Information

If you have any further requirements please contact mat@greatheightstrust.org.uk . If you intend to bring further equipment, please confirm with the event coordinator for health and safety reasons.

The information provided on this form will only be used for the purposes of room bookings and invoicing. We will hold this information until 3 months following payment in full.

Payment Details

- * An invoice will be issued containing bacs information.
- * Full payment required 1 week before event date – if booked within 1 week of event date full payment required at time of booking.

PLEASE QUOTE REFERENCE NUMBER WITH ALL PAYMENTS

Cancellation Terms

All cancellations must be made via email to mat@greatheightstrust.org.uk verbal cancellations are not valid. Our charges for cancellations are:

- * Over 31 days no fee
- * Between 7 days and 48 hours prior to an event a fee of 50% of the total cost.
- * Less than 48 hrs incur the full hire fee.

In the occurrence of non-compliance with the booking policy, we reserve the right to terminate this booking without notice.

Signatures

I have read and understood the cancellation terms and conditions above and agree that all details stated in regards to the requirements are correct.

Name of company:	
Signature:	
Print name:	
Date:	

To confirm the booking the above booking form and the booking policy and conditions need to be fully completed, signed and returned back to mat@greatheightstrust.org.uk .Thank you.