



BURTON BOROUGH SCHOOL

Lettings Application Form

Definition of a Letting: A letting may be defined as 'any use' of the school premises (*buildings and grounds*) by either a community group (*such as a local music group or football team*), or a commercial organisation (*such as a local branch of 'Weight Watchers'*). **A letting must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.**

Privacy Laws: *In order to comply with privacy laws (including GDPR 2018) we need your consent to record some personal information in order to complete your lettings booking. This information includes name of the applicant, address, contact details, insurance and invoicing details.*

Only authorised persons will have access to the information and will only be used by the school in order to manage the letting and provide a point of contact for queries / emergencies and payments.

One copy of your letting application and any relevant insurance will be kept securely in school for the duration of the booking, and will be destroyed in line with the schools information retention policy, following completion of the letting.

Should you wish to cancel the booking and withdraw consent, please contact the school by contacting bookings.bbs@taw.org.uk

Please also see our data protection and privacy notice, which is available on the school website by going to this address <https://www.burtonborough.org.uk/parents/data-protection-and-privacy-notice>

Part 1:

Name of Applicant:	Name of Group/Club/Class etc if different:
Full Postal Address of Applicant:	Name and Postal Address of Your Representative: (if you are not in attendance during the hire period)
Daytime Telephone No: Evening Telephone No: Mobile:	Daytime Telephone No: Evening Telephone No: Mobile:
Email Address: Web Address:	
Emergency Contact Details: (ie next of kin)	

Site Opening Hours

Monday-Thursday:	17.30-22.00
Friday:	17.30-20.00
Saturday:	08.00-16.00
Sunday:	By Arrangement

Please note: If your proposed booking is outside of the site opening hours, prior approval from the Site Team is sought and the booking will be charged at time and a half. Any booking on a Sunday will be charged at double time.

Part 2:

Purpose of Hire:				
Full Year	Term Time Only	One-off booking	Other (please specify)	
Day of Week	Start Date	End Date	Start time	End Time

If you require multiple dates and / or times please state on a separate sheet.

Facilities: (please tick)				
Dining Hall	£15.00 per hr		Open Learning Area	price on request
Conference Room	£10.00 per hr		Football Pitch U12 (outside)	£12.00 per hr
Food Tech/IT/DT Room	£26.50 per hr		Football Pitch U14 (outside)	£12.00 per hr
Classroom	£10.00 per hr		Playing Field (part)**	£12.00 per hr
Rehearsal Room (MU3)	£12.50 per hr		Playing Field & Training Grids	£14.00 per hr
Drama Room	£12.00 per hr		Hard Surface Playground	£10.00 per hr
Tennis Courts x3	£30.00 per hr		Badminton Courts x4	£33.00 per hr
Individual Courts	Price on request		Badminton Courts x2	£18.00 per hr
Sports Hall (Full)	£33.00 per hr		**Exclusive use of Field	£30.00 per hr
Sports Hall (Half)	Price on request		Minimum of 2 hours for every hour after £12.50per hr or part thereof	
Will the General Public be admitted?	Is there an Admission Charge?		How much is being charged?	How many people are attending?
Private Evening Event – Dining Hall with the use of basic kitchen facilities for a maximum of 4 hours (<i>setting up time is negotiable depending on previous booking</i>) £150.00				
Number of Tables:	Number Chairs:	Number of People Attending:	Do you wish to serve Alcohol? YES/NO <i>The school has a nominated Licensee. Further details upon request.</i> <i>Only applicable to events in the Dining Hall.</i>	
Private Event – Sports Hall/PE Classroom with the use of basic kitchen facilities 2 hours (<i>setting up time is negotiable – please ask</i>) £75.00				
Number of People Attending:	Will you be serving refreshments? YES/NO <i>No alcohol permitted to be served in this area.</i> <i>Please ensure that you leave the area free from rubbish.</i>			

Part 3: INSURANCES

INSURANCES	<i>Please circle</i>	Licence Holder/Name of Nominated Person)	Copy Attached please circle
PUBLIC LIABILITY INSURANCE – REQUIRED if you are holding an event/class or are a club	YES NO		MUST BE SEEN PRIOR TO LETTING YES/NO
MARTIAL ARTS – are you registered with Telford & Wrekin Council? ID REQUIRED	YES NO		MUST BE SEEN PRIOR TO LETTING YES/NO
DISCLOSURE AND BARRING SERVICE - Working with Children? VALID DBS REQUIRED	YES NO		Please enter your DBS No:
MUSIC COPYRIGHT	YES NO		YES/NO
PUBLIC PERFORMANCE LICENCE	YES NO		YES/NO
THEATRE LICENCE	YES NO		YES/NO

PORTABLE APPLIANCE TESTING (PAT) PAT Certificate REQUIRED if you are using your own electrical equipment.	YES NO	If your electrical items do not have a current PAT certificate, our Site Team are qualified and can carry out the testing for a fee of £5.00 per item. Please discuss any requirements with us in advance of this booking being agreed.	MUST BE SEEN PRIOR TO LETTING YES/NO
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Part 4: Payment (to be completed by Hirer)
All hirers will be invoiced via Telford & Wrekin Council. Please indicate whether you would like a monthly or termly invoice. *(please tick)*

INVOICE MONTHLY	INVOICE TERMLY
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FOR INVOICING PURPOSES PLEASE PROVIDE: Title Full Name Role/Position (if applicable) Full Invoice Address	
Please tick whether you are:-	
An Individual Person	A Public Limited Company (PLC)
A Person "Trading As"	A Registered Charity
A Limited Company (LTD)	A Local Club - Include Role (eg.Treasurer/Secretary)

The School will accept cash or cheque made payable to "Telford & Wrekin Council" for one-off hires.

In signing this document, I can confirm that:- *(please tick)*

- I have read and agree the attached terms and conditions.
- I agree to be responsible for the payment of fees charged in respect of this letting.
- I agree to pay the cost of making good any damage which has occurred to the school buildings and / or contents or other property of the Local Education Authority during or in consequence of the proposed letting.
- I will not arrive any earlier or leave no later than the times indicated on the booking. I accept that the School reserves the right to charge additional fees if the timings are not adhered to.

Signature of Applicant: _____ **Date:** _____
(must be over 18 year of age)

Please return the completed applicaton to: Burton Borough School, Audley Avenue, Newport, Shropshire TF10 7DS Tel: (01952) 386500

Email: bookings.bbs@taw.org.uk Web: www.burtonborough.org.uk

Terms and Conditions for Lettings at Burton Borough

STRICTLY NO DOGS ON THE SCHOOL SITE
STRICTLY NO SMOKING ON THE SCHOOL SITE

Responsibility

1. The person and / or the management committee of the organisation named on the Application Form are the Hirers and are personally responsible for ensuring that these terms and conditions are complied with in all aspects.
2. The School and its agents shall be allowed access to any part of the premises at any time.
3. The Hirer/s must ensure that they or a representative of the hirer/s (authorised in writing by the hirer/s) is present throughout the period of the hire and must ensure that the premises are used only for the sport or activity stated in the Application Form.
4. The Hirer/s under no circumstance is permitted to sub-let the premises or grounds hired.
5. The Hirer/s or other authorised person must remain on the premises until the premises can be secured by a member of the Site Services Team.
6. The Hirer/s must ensure that any licences, copyright and or insurance, including where necessary licences for performances by children (in accordance with the provision of the Children and young Peoples act 1993), that are required for the purpose of hire are obtained from the relevant authority and that the premises are not used for any other purpose other than those permissible in accordance with the licence, copyright and or insurance. **A copy of which will need to be retained by the school for the duration of the hire period.**
7. It is the Hirer's responsibility to ensure that the hirer carries out an Evacuation Risk Assessment and to prevent overcrowding and to ensure that all persons using the premises during the period of hire are made aware of the location of fire appliances and emergency exits.
8. The Hirer/s must ensure that the fire fighting and detection apparatus on the premises are not interfered with in any way and that at no time during the period of hire is any emergency exit from the premises blocked or obstructed. In the event of a fire it is the hirer's responsibility to ring the Fire Brigade in the first instance and contact Site Services.
9. The Hirer/s must take all reasonable precautions for the prevention of accidents or injury to any persons on the premises during the period of hire, including the prevention of overcrowding, endangering public safety and must keep all gangways, passages and exits clear.
10. The Hirer/s agrees to compensate the School and Telford & Wrekin Council against any damage caused during the period of hire or as a result of any theft, damage to the building or to any apparatus, chattels or appliances belonging to the school, Telford & Wrekin Council or their staff as a result of any breach to this agreement.
11. **The Hirer/s accepts full responsibility for and indemnifies the School and Telford & Wrekin Council against all costs, charges and claims in respect of injury or death to any person using The Premises except as may be caused by the negligence of the School, Telford & Wrekin Council, or their staff or agents.**

Conditions of Letting

1. In the event of the cancellation of a booking by the Hirer/s no monies already paid shall be refunded.
2. **A minimum of 24 hours' notice, either by phone or email is required to cancel a booking except in the event of severe weather conditions or doctors certifiable sickness. If notice has not been received the hirer/s will be charged in full for each 'no notice - no show' booking.**
3. Detailed arrangements for the use of the premises are required including where necessary arrangements for the assembly and dismantling of stages.
4. The erection or dismantling of stages except where required for a school function is not regarded as within the normal duties of a school site team, but when required arrangements should be made between the organisation and the school. This may incur an additional fee determined by the school.
5. When school premises are let on a regular basis, one calendar month's written notice can be given on either side. Burton Borough School reserve the right to **terminate immediately** any contract which is in breach of any of the Terms and Conditions laid out in this document and any monies already paid will be forfeited.
6. The letting form must show the actual period of the letting, to include time for preparation and clearing away. Preparation and cleaning away time will be included in the cost of the hire. It is essential that entry and departure times are strictly adhered to. Lettings which begin or run over more than 15 minutes in addition to the period will be charged at double the hourly rate. I.e. a booking which over-runs by 15 minutes will be charged a full hour at double the hourly rate.
7. All meetings and / or functions shall close no later than 10.00pm, unless an extension has been agreed beforehand. After this time there may be an increase in hourly rate.
8. **Before any alcohol can be sold or consumed on school premises authorisation and agreement must be obtained from the School Premises Licence Holder.**
9. Users who consistently abuse the start and end times of their lettings will be in breach of this agreement and may have their contract terminated immediately, without refund.
10. The school does not provide first aid medical facilities for hirers nor does it guarantee access to a telephone system for calling for assistance during lettings. Hirers should make their own Risk Assessment arrangement in this respect.

11. Neither the School nor Telford & Wrekin Council shall be responsible or liable for any damage to or loss of property, articles or objects placed or left on The Premises by the Hirer or any other person and the Hirer hereby indemnifies the School and Telford & Wrekin Council in this respect.

Conditions that apply when using the Sports Hall and Sports Field

1. A one hour booking of the sports hall will be equivalent to 55 minutes on court and 5 minutes change over time.
2. The use of the changing facilities will be limited to 20 minutes after the end of the booking and our Policy on use of changing rooms **(included in the Child Protection Agreement)** should be adhered.
3. The Hirers should be aware that the school does not give any guarantee as to the standard of any pitch or field nor to the maintenance or improvement of this standard during the season. The school will deem whether any pitch or field is fit for use and its decision shall be final. This may be a decision taken on the day of hire.
4. All players must take off their boots or other footwear and remove surplus mud and dirt before re-entering the building after use of external pitches.
5. Footwear and team strip must not be washed in the showers.
6. The wearing of black soled shoes in the sports hall is prohibited.

Parking

1. The parking of any motor vehicle and or bicycle on school premises will be at the vehicle users / owners risk. The owner will be responsible for any damage caused by the use of such vehicles to persons or property on school premises.
2. There is no motor vehicle access or parking permitted on any grassed areas on school premises.

Legal Requirements

1. The hirer shall comply with the legal requirements concerning the consumption of intoxicating liquor, music, singing and dancing licences, theatre licences and copyright.
2. **Alcohol** on school premises is permitted Sunday to Thursday up to 11pm. Friday and Saturday up to midnight for private functions.
3. **The Licensing Act 2003** requires the supervisor, and all personal license holders - to take responsibility for the sale and supply of alcohol. **Authorisation and agreement to sell or consume alcohol on school premise must be obtained from the Premises Licence Holder prior to the event taking place. The Licence is permitted to the Dining Hall Area ONLY.**
4. **The supply of alcohol to minors is strictly forbidden.** The sale of alcohol to children under 18 years of age can result in a conviction and or fine.
5. **Smoking** is prohibited in all Telford and Wrekin Buildings.
6. **Gambling** is not permitted on the premises.
7. **Insurance** - The Hirer shall be responsible for taking out any necessary insurance to cover for making good any damage caused during the period of hire or as a result of any theft, damage to the building or to any apparatus, chattels or appliances belonging to the school, Telford & Wrekin Council or their staff.

Termination

Burton Borough School reserve the right to terminate immediately any contract which is in breach of any of the Terms and Conditions laid out in this document and any monies already paid will be forfeited by the hirer.