



# Lettings Policy

## **Regulations for the Hire of Woodlands School Premises and Facilities**

Amended: October 2023

Approved by Governors: December 2023

Review date: October 2024

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## **1 Regulations for the hire of Woodlands School Premises and Facilities**

### **1.1 Acceptance of conditions of Woodlands school premises and facilities**

The hiring of facilities is permitted only on the conditions outlined in the following regulations. Acceptance and signing of the Woodlands Letting Booking Form hiring agreement is deemed to be acceptance of these conditions.

### **1.2 Compliance with letting conditions of hire**

The Hirer (the person or body to whom the hire is granted) shall be accountable for compliance with these conditions as detailed within this policy and shall at all times be responsible for all those within their party who enter Woodlands School.

## **2 Procedure for arranging or cancelling a hire**

- Applications for the hire of the school premises should be made at least three weeks in advance of the required date.
- A prospective Hirer shall submit a completed application form, copies of their insurance certificates, their safeguarding policy and risk assessment to the Lettings Coordinator in accordance with this Policy and the lettings booking form.
- The Trustees will decline a Letting application that fails to comply with this Policy and the lettings booking form.
- The Trustees reserve the right to cancel any hire without notice. Every effort shall be made to give reasonable notice to a Hirer, and where possible, alternative facilities may be offered.
- Any hire on a date and time secured as part of a block booking will be chargeable whether or not the booking is used unless that specific date and time period can be let to a third party.

### **2.1 Letting periods**

For long-term established lettings, the maximum booking period is no longer than one school calendar year that is from 1<sup>st</sup> September to 31<sup>st</sup> August. The minimum period of a hire is one school term. If for any reason the Hirer cancels a long-term letting agreement, they shall be liable to pay 50% of the remaining costs of agreed letting term.

All new long-term Hires will be initially offered one single academic term with the option for an extension subject to their compliance to this Policy and at the satisfaction of Woodlands School Trustees.

No reservations are accepted for periods greater than 12 months with the exception of one-off exceptional circumstances, e.g. events requiring extensive preparations and a guaranteed booking date.

### **2.2 Refundable deposits**

All one-off and long-term letting arrangements require an upfront refundable deposit of £350.00. The proportion of the deposit to be retained will be decided by the Trustees, their decision will be final.

Not exhaustive, please see below see examples for which the return of the deposit may be withheld for the recovery of costs charged to Woodlands School by the building operators, Skanska Facility Services (SFS).

- Any damage, accidental or deliberate to the fabric and facilities at Woodlands School, e.g. classrooms, sport and performance halls, changing rooms, lavatories, all weather pitch, site grounds etc.
- Charges for additional minutes before or after an agreed letting period.
- Insufficient notice of a cancellation and the associated costs charged to Woodlands School by SFS.
- Cost associated with the requirement for additional cleaning arising from the premises, classroom, sport and performance halls, changing rooms, lavatories, all weather pitch, site grounds and car park etc. not being left in a reasonably tidy condition.

### **2.3 Cancellation by the Hirer**

The Hirer shall give at least 48 hours' notice of a cancellation to the Woodlands school Lettings Manager. If any shorter period of notice is given, the Trustees reserve the right to pass on to Hirer any costs unavoidably incurred.

## **2.4 Refusal of hire**

The Trustees may refuse an application to hire the facilities if:

- The premises are required for school purposes
- There has been a breach of the conditions set out in the Letting Policy and Letting Agreement during previous use of the premises by the Hirer.

**No compensation shall be payable by the Governors because of such a decision.**

## **2.5 Termination of letting contract**

The Governors reserve the right, on proper notification, to suspend or terminate a Letting contract for the following:

- The consumption of alcoholic beverages without the explicit approval of the Governors and licensing authorities
- Smoking in school buildings and Woodlands school site.
- Vaping in school buildings and Woodlands school site.
- The use of recreational substances on Woodlands school site.
- Misconduct or failure to maintain good order and appropriate behaviour at all times.
- Failure to ensure appropriate safeguarding of young or vulnerable people within their Party and others.
- Misuse and damage to the fabric of the building and its facilities.
- Failure to comply to the instruction of the Skanska Premises Team or Woodlands school staff.

# **3 Invoicing, payment and refundable deposit**

## **3.1 Invoicing**

Hire charges for regular events will be invoiced monthly in arrears and payment terms are 28 days from the date of the invoice. Invoices are emailed to the address specified on the hire form.

One-off occasional hires will be invoiced and paid in full 28 days prior to the date of the hire. Receipts will be issued on request.

The Trustees reserve the right, on proper notification, to invoice the Hirer for any charges arising from following.

- Any additional cleaning requirements incurred as a result of the Hirer failing to leave the accommodation in a reasonable condition,
- Authority for damage charges imposed by SFS for repairs to the premises or facilities for damaged caused by the Hirer and his party
- Charges for additional minutes from failing to vacate the premises at stipulated time agreed on the hire form.

## **3.2 Refundable deposit**

A £350.00 refundable deposit shall be paid prior to commencement of the term hire for all long-term and one-off lettings. A refund will be paid directly via BACs transfer to Hirers bank account within 28 days of the termination of the hire subject to the condition set out in section 5 refundable deposits.

## **3.1 Pricing Schedule**

A schedule of rates is available upon request to Woodlands School Lettings Coordinator. Lettings rates will be reviewed at the end of each year (August) and all increase in rates will be approved by the Trustees.

## **3.1 Cleaning**

All lettings will be charged a small fee for cleaning including toilet cleaning as captured on the regulations for the hire schedule of rates. One-off additional charges may be applied for extraordinary cleaning of the AWP; sports hall, changing facilities, classrooms etc. if left littered with, detritus, drinks bottles etc.

## **4 Insurance**

### **4.1 Indemnity & insurance indemnity**

The Hirer will accept responsibility for:

- Damage to facilities and equipment being used.
- Third party claims involving injury to persons (including staff) and/or damage to property except when caused solely by the negligence of (the School and/or Essex County Council) their servant's and/or agents.

### **4.2 Insurance**

The Hirer shall provide copies of insurance certificates prior to the commence of the letting arrangement to confirm that suitable cover is in place. This should include-

- Household Personal Liability or one-day event insurance for casual lettings.
- £5,000,000.00 Public Liability for regular lettings.
- Where applicable insurance cover on any equipment owned by the Hirer.

## **5 Contract regulations for use of Woodlands school and facilities**

### **5.1 Attendance and Behaviour**

- The Hirer shall ensure that the number of persons using the premises at any one time does not exceed that for which the letting agreement was approved.
- The Hirer shall be accountable for compliance with the conditions detailed within this policy and shall at all times be responsible for all those within their Party entering Woodlands school and Site.
- The Hirer shall be accountable for ensuring the preservation of good order for the full duration of the letting and until the premises is totally vacated.
- The Hirer shall be liable for damage caused by unruly or inappropriate behaviour.
- The Hirer and persons associated with the Hirer must not arrive more than 15 minutes prior to the scheduled start of the letting. The Hirer and persons associated with the Hirer must vacate the school and grounds no later than 15 minutes after the scheduled end of the letting.

### **5.2 Alcohol**

Under no circumstances shall alcoholic drinks be available at any Hiring without prior written consent of the Governors. Permission will be granted only in exceptional circumstances. Applications must be made in writing at the time that the Hirer applies for the use of the facilities. If permission is granted for alcoholic drinks to be sold, it will be the responsibility of the Hirer to ensure that an appropriate license is obtained from the local Magistrates Court.

### **5.3 Building fabrics 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 and tap shoes is prohibited. The Hirer shall, at the end of the hire period, leave the accommodation in a reasonably tidy condition, all equipment being returned to the correct place of storage.

### **5.4 Use of school equipment**

The use of Woodland school equipment, apparatus and facilities is strictly forbidden without specific permission of the Letting Manager.

### **5.5 Woodlands school access and lock up**

The Premises Site Team will unlock the site grounds and buildings 15 minutes prior to the commencement of letting. The Premises Site Team shall not be harried or coerced into opening the facility early until the agreed start of Hire. The lock down will commence 15 minutes after the end of the agreed Letting period.

### **5.6 Car parking facilities**

All access to Woodlands school is via the main car park entrance from Nethermayne only.

- There is strictly no parking at Takely End or entrance to the school site
- Vehicles will not obstruct car park or access for emergency services.

- Visitors shall refrain from parking in private residential parking bays at Takely End
- Parking is permitted in designated parking bays only.
- Disabled parking bays are strictly reserved for Blue Badge permit holders only, this must be displayed correctly.
- Vehicles are not permitted to drive off the car park onto block paving footpaths or grass verges.

### **5.7 Studded footwear and dance shoes**

Studded footwear, molded or metal studded rugby and football boots, running spikes, tap and stilettos shoes are strictly prohibited throughout the whole of the school building. Any costs arising for damage to the fabric of Woodlands School by such footwear will be charged to the Hirer

Tap dancing shoes are not to be worn at any time in the performance hall, drama classrooms or the dance and activity studios.

### **5.8 Hire of all-weather pitch, playing fields and sports hall, classrooms**

The decision as to whether a pitch is playable is the School's alone. The Hirer must contact the Lettings Coordinator 48 hours prior to a booking to confirm the availability of the AWP.

In addition to the conditions set out in this policy, the Hirer shall ensure that: -

- Their Party complies fully with the guidance instructions for use of 3G all-weather pitch at Woodlands School
- Their Party supplies their own corner flags and corner posts for the all-weather football facility.
- Their Party is responsible for the behaviour of all players, supporters etc.
- Their Party is mindful of the close proximity of private housing and issue instructions to ensure the use of foul and abusive language is not tolerated.
- The AWP is left clean and tidy, drinks bottles, rubbish etc. collected and placed in the waste bins provided.
- All football goals shall be returned to their correct stowage on completion of the letting session.
- The sports hall and fitness suite is left clean and tidy.
- Muddy boots and all studded footwear are removed before entering the building
- The changing rooms are left clean and tidy.
- Corridors and entrances are left clean and tidy.

**Failure to comply with these requirements will result in additional charges to cover the cost of cleaning.**

### **5.9 Access to Woodlands school IT wireless networks**

In exceptional circumstances Hirers' can request access to Woodlands school wireless network. Any request for this privilege should be submitted in writing to the Lettings Coordinator for approval by the Governors and the Network Manager. Use of the Woodlands school wireless network is subject to the signing of the ICT - Acceptable Usage Agreement

## **6 Health and safety requirements and safeguarding**

### **6.1 Skanska premises employees**

Skanska Facilities Services Premises Assistants are required by the Governors to ensure that the conditions of the Hire are fully complied with. All reasonable instructions given by the Premises Site Team shall strictly adhered to.

### **6.2 Risk assessment**

Prior to confirmation of a letting agreement, the Hirer shall supply a detailed risk assessment for their activity for scrutiny by and approval of Woodlands health and safety coordinator. A guideline and generic risk assessment set out on page 18 may be adopted and used for the purpose of this policy. The risk assessment must be signed and dated by the Hirer

### **6.3 COVID 19:**

The Hirer and their Party shall at all times comply with the COVID 19 guidelines issued by the Government, the Department for Health and Public Health England.

### **6.4 Safeguarding of young and vulnerable people**

The Hirer shall provide a copy of their safeguarding policy for scrutiny prior to commencement of a letting agreement.

- The Hirer and their Party shall at all times shall comply with to the requirements of Woodlands School Child Protection Policy. available to view on the school website
- The Hirer shall at all times maintain a register of those within their party. This shall include any parents / carers that may accompany a Party member. The Hirer will at all times have a record of everyone in their Party who is on site
- The Hirer shall guarantee that training and all appropriate measures are implemented to ensure the safeguarding of all young or vulnerable children within their party.
- No child is to be left unattended or allowed to roam the school building and site unescorted at any time.
- The Hirer shall ensure a sufficient number of responsible adults are in attendance to ensure Safeguarding and health and safety for the young and vulnerable people within the party throughout the whole period of hire.
- One adult shall be a qualified First Aider.

#### **6.5 Health & safety, fire, and site evacuation**

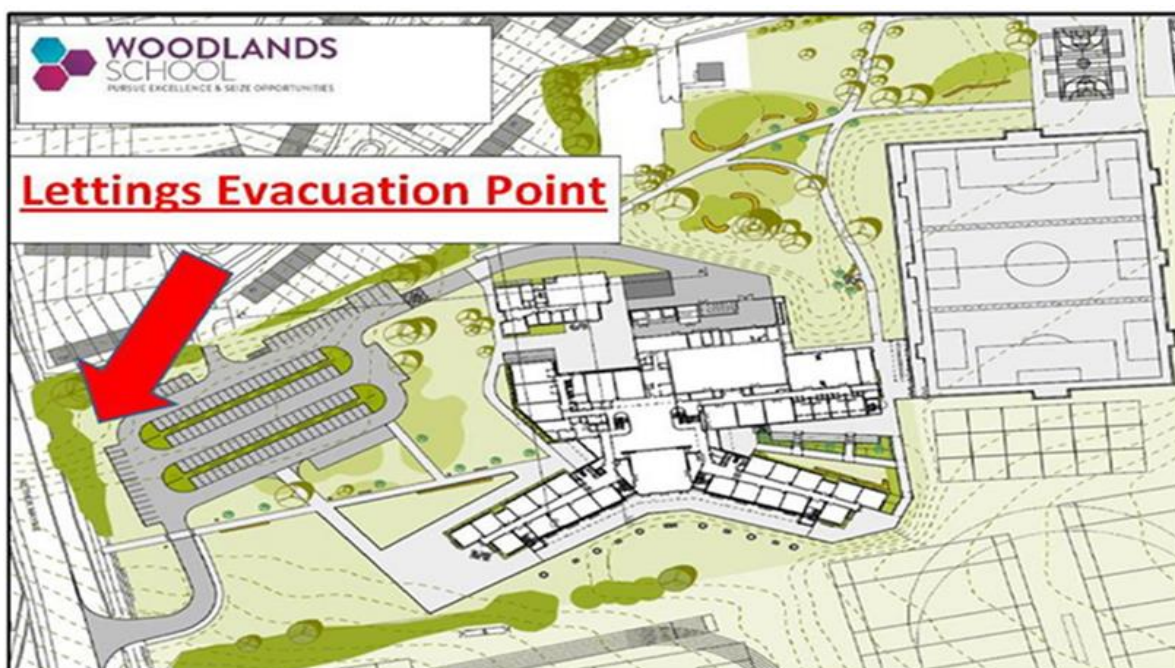
In the event of a health and safety incident, a site or fire evacuation, the Hirer and their Party will at all times comply with all instructions issued by the Skanska Premises Assistant or by other Woodlands school employees. The Premises Assistant is not responsible for evacuating your Party; they will however confirm with you that everybody from your Party has been evacuated

- The Hirer shall brief their Party on Woodlands school fire and evacuation procedure and the location of the evacuation assembly point.
- The Hirer shall identify all fire evacuation routes from the building.
- The Hirer must ensure that all hazards and potential dangers are reported to the Skanska Premises Assistant.
- The Hirer and their Party shall familiarise themselves with the fire evacuation procedure on the premises.
- Fire and other exits must not be obstructed and kept clear at all times.
- If the fire evacuation alarm sounds, the Hirer and their Party shall leave the building by the nearest emergency exit and muster at the far bottom corner of the car park as per map provided.
- The Hirer is accountable for ensuring that their Party are all safe and clear of the building and accounted for.
- The Hirer shall maintain and complete a register of their Party and report to the Skanska Facilities Services Site Team for any persons unaccounted.
- Hirers shall not bring on to the premises, any item of an inflammable or explosive nature. The use of smoke, fog, dry ice generators are strictly prohibited as are, chemicals, and solvents etc. or any other substances, apparatus, items of a dangerous nature

#### **6.6 Building evacuation muster point**

The fire evacuation alarm consists of a continuous tone. If a fire is discovered sound the alarm immediately but do not attempt to fight the fire The Hirer shall instruct their Party to evacuate the building instructing the last person in their Party to shut the door. If leaving a room where there is a fire, do not leave until all of the Party is clear. Proceed in a quiet and orderly manner to the main school car park evacuation point, as shown on the map below.





## **6.7 First aid**

First Aid is the responsibility of the Hirer and the Hirer is responsible for supplying a small first aid kit at all times.

In case of an emergency alert the SFS Premises Assistant who will contact the emergency services, or you can dial Skanska Facilities Services 24/7 helpdesk telephone number on 0800 023 4765 for any other requirements.

## **6.8 Portable Appliance Testing (PAT)**

The Hirer shall not bring on site any electrical equipment, e.g. kettles, cookers, hot rings, microwaves deep fat fryers, popcorn maker etc.

Electrical equipment including, IT, PCs, cell phone chargers, disco equipment, stage lighting, sound system may be brought on site with prior approval supported with a current PAT test certificate submitted for scrutiny to SFS Premises Manager. Power sockets shall not be overloaded and only one extension lead used per supply. All electrical equipment must have been subjected to a PAT Test within the last 12 months and a copy of the certificate shall be provided prior to signing the booking confirmation

# **7 Statutory requirements**

## **7.1 Statutory requirements**

All statutory requirements, including those relating to health and safety and public entertainments, must be strictly fulfilled by the Hirer. Film, musical (including disco) and stage events must be considered to be public entertainments unless entrance is restricted to those who are bona fide members of the organisations hiring the accommodation.

## **7.2 Public Entertainment**

For all public entertainments, it is the Hirer's responsibility to inform the local Council's Licensing Officer and obtain the appropriate license. 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.

## **7.3 Gambling**

The premises may not be used for games of chance, other than bingo, unless the Governors and appropriate licensees have granted specific permission and permissions are obtained.

## **7.4 Right of access**

The Trustees and its agents reserve the right of access to Woodlands School Premises during the letting.

## **7.5 Traded services**

Discretion may be used by the Trustees for non-profit organisations involved with Woodlands' pupils on a quid pro quo basis.

# **8 Miscellaneous**

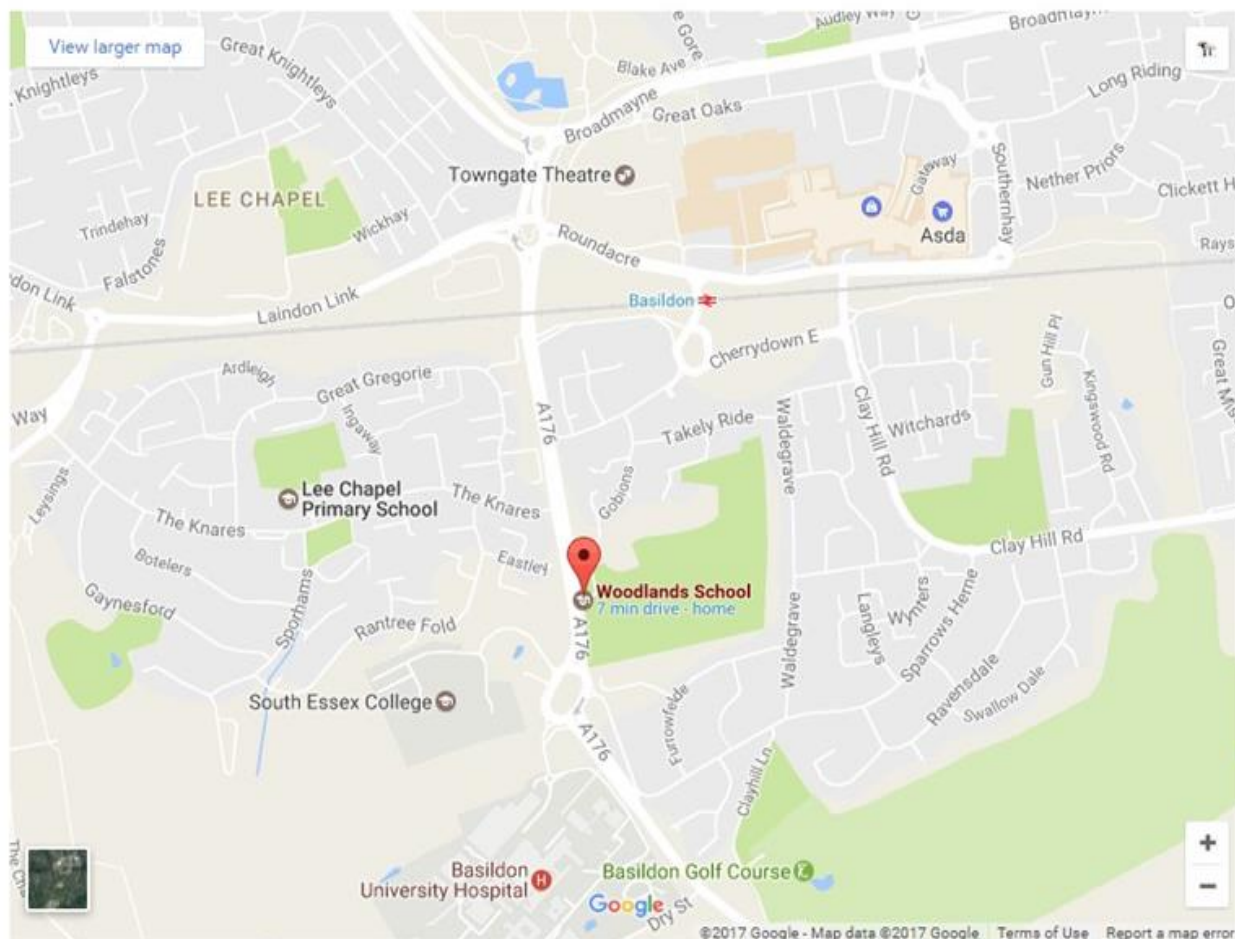
## **8.1 Heating, power, and ventilation**

The heating, power and ventilation is provided throughout the year and is controlled by the buildings management system.

## **8.2 Storage and hirers' property**

Woodlands school has no storage facilities for lettings groups. Where Hirers are permitted to leave equipment on the premises, they do so entirely at their own risk. Furniture and apparatus may be brought on to the premises at the Hirers' own risk.

## **8.3 Directions to Woodlands school**



Directions by Train from Fenchurch Street Station (London) to Basildon Station. Trains are approximately every half hour and the journey takes roughly 30 minutes. The school is about half a mile from the station. Taxis are available from outside the station or it is a short walk down to the school.

Directions by road, A13 (London to Southend direction), exit at the Five Bells Junction and take the filter lane round to the left (A176). At the hospital roundabout go straight overstay on A176 (you will pass the school entrance on your right), continue to the next roundabout and go round and come back on yourself. The school entrance is on the left just before the pedestrian lights. Lettings Evacuation Point

**PLEASE TAKE NOTE OF THE FOLLOWING.**

It is advised that you make anyone associated with your booking (guests, spectators and participants) aware as any transgression may result in your letting(s) being cancelled.



The school and car park are accessed via Nethermayne. For satnav please use postcode SS16 5FT.

You may only park in the main car park within the marked bays. Do not park on pathways or verges/grassed areas. Be considerate and do not use the disabled bays unless you display a valid disabled parking badge. Do not park externally in residential parking areas.



Smoking or the use of e-cigarettes and vaping devices and the consumption of alcohol is not permitted anywhere on the site

Your hire will be terminated with immediate effect if this condition is breached.



It is your responsibility to ensure that the facilities hired are left in a clean and tidy condition. Please put all rubbish in the bins provided or take it away with you. Do not put soiled nappies in the school bins. Please take these away and dispose of them at home



All children must be supervised by a responsible adult at all times. It is not acceptable for children to be allowed to "run amok" during your letting.

## **10 Lettings Bookings and Cancellations Contact Details**

### **Lettings coordinator**

Mr. Neil Williams  
Woodlands School  
Woodlands Approach  
Off Nethermayne  
Basildon  
Essex, SS16 5BA

Tel Number: 01268 535121

[nwi@woodlandsschool.essex.sch.uk](mailto:nwi@woodlandsschool.essex.sch.uk) [www.woodlandsschool.org](http://www.woodlandsschool.org)

Contact for queries relating to the booking on the day/night:

Duty Skanska Facilities Services Premises Assistant

Skanska 24-hour helpdesk: 0800 023 4765

## **11 ICT Acceptable Usage Agreement**

A copy of the IT acceptable Use Policy will be provided to the Hirer if required.

## 12 Woodlands School – Facility Booking Form

Name of Hirer							
Party / Group Name							
Club / Organisation Affiliated							
Nature of Hire							
Facility Required	<div style="border-bottom: 1px dashed black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px dashed black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px dashed black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px dashed black; height: 1.2em;"></div>						
Primary Contact Details	Property No. <div style="border-bottom: 1px dashed black; width: 100%;"></div> Street. <div style="border-bottom: 1px dashed black; width: 100%;"></div> Town. <div style="border-bottom: 1px dashed black; width: 100%;"></div> County. <div style="border-bottom: 1px dashed black; width: 100%;"></div> Postal Code. <div style="border-bottom: 1px dashed black; width: 100%;"></div> Email Address. <div style="border-bottom: 1px dashed black; width: 100%;"></div> Tel. Mobile. <div style="border-bottom: 1px dashed black; width: 100%;"></div> Tel. Landline. <div style="border-bottom: 1px dashed black; width: 100%;"></div>						
Secondary Contact Details for the invoice to be sent to if different from above:	Property No. <div style="border-bottom: 1px dashed black; width: 100%;"></div> Street. <div style="border-bottom: 1px dashed black; width: 100%;"></div> Town. <div style="border-bottom: 1px dashed black; width: 100%;"></div> County. <div style="border-bottom: 1px dashed black; width: 100%;"></div> Postal Code. <div style="border-bottom: 1px dashed black; width: 100%;"></div> Email Address. <div style="border-bottom: 1px dashed black; width: 100%;"></div> Tel. Mobile <div style="border-bottom: 1px dashed black; width: 100%;"></div> Tel. Landline <div style="border-bottom: 1px dashed black; width: 100%;"></div>						
Hirer's BAC's Transfer (Return of Refundable Deposit)	Bank Name: <div style="border-bottom: 1px dashed black; width: 100%;"></div> Branch: <div style="border-bottom: 1px dashed black; width: 100%;"></div> Account name: <div style="border-bottom: 1px dashed black; width: 100%;"></div> Account Number: <div style="border-bottom: 1px dashed black; width: 100%;"></div> Sort Code: <div style="border-bottom: 1px dashed black; width: 100%;"></div>						
Date of First and Last Booking	Date Start	<div style="border-bottom: 1px dashed black; width: 100%;"></div>	Date Finish	<div style="border-bottom: 1px dashed black; width: 100%;"></div>			
Times Start and Finish	Time Start	<div style="border-bottom: 1px dashed black; width: 100%;"></div>	Time End	<div style="border-bottom: 1px dashed black; width: 100%;"></div>			
Day of the Week (Circle Required Days)	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
Term Time – only	Yes / No		<div style="border-bottom: 1px dashed black; width: 100%;"></div>				
Full Time Inclusive of Holidays Total Number of Weeks:	Yes / No		Total Number of Weeks		<div style="border-bottom: 1px dashed black; width: 100%;"></div>		
Public Liability Insurance (Minimum £5,000,000) Household Policy Number (Please supply an electronic copy)	Ref Nos.		<div style="border-bottom: 1px dashed black; width: 100%;"></div>				
<div style="border-bottom: 1px dashed black; width: 100%;"></div>							

Long-term Hire		
Total cost of monthly hire + initial one-off refundable deposit  <u>Invoiced monthly in arrears and payment terms are 28 days from the date of the invoice</u>	Monthly Cost of Facility Hire	£ _____
	Monthly Cost of Cleaning	£ _____
	Monthly Total Charge	£ _____
	One- Off Refundable Deposit	£ 350.00
<u>Any hire on a date and time secured as part of a block booking will be chargeable regardless if the booking is used or not. See section 3 of Woodland School Letting Policy</u>		
One-off Ad-Hoc Hire		
Total cost of one-off Hire including refundable deposit  <u>Remittance to be paid in full 28 days prior to date of hire</u>	Cost of Facility Hire	£ _____
	Cleaning	£ _____
	Additional Staffing	£ _____
	Catering	£ _____
	Refundable Deposit	£ 350.00
	Total	£ _____
For public performance purposes only		
		Yes /No
Is the Hiring private or public function? Legal advice should be sought where doubt exists.		
Number of attendees. The maximum number permitted by the school is 150.		
Method Statement and Risk Assessment to capture control measures of guests invite		
Is there an admission charge?		
Maximum number of tickets to be sold		
Is alcoholic beverage being consumed? Refer to section 17 Lettings Policy.		
The Hirer is responsible for any royalties, licences, or fees payable in connection with any other of the activities listed.	Please indicate which (if any) of the following are applicable: Singing / Music	
	Dancing (by performers or public)	
	Theatrical or musical performance	
Performances Hall Stage. 6m x 2m - 8m x 2m - 6m x 3m - 8m x 3m		
Details of performance involving scenery, decorations lighting sets strobes, lasers etc. All decorations shall be fire proofed and have proof of standard.		
<b><u>Woodlands School shall be informed of any cancellation immediately and no later than 48 hours prior to the booking by contacting Mr. N. Williams (01268 535121) or Mr. P.Roth (01268 282146).</u></b>		

**Request to hire Woodlands School Premises and Facilities**

I the Hirer, \_\_\_\_\_ on behalf of \_\_\_\_\_

confirm that I have read and fully understand the requirements set out in the Regulations for the Hire of Woodlands School Premises and Facilities and that I and my Party will always comply strictly with those regulations.

I acknowledge and accept accountability and responsibility for my Party for any damage or loss sustained to Woodland school Facilities and accept liability to cover the cost of repairs of such damage or losses.

I hereby apply for the use of the Woodlands School facilities as outlined in this facility booking document. If my application is approved, I agree to provide monthly payments for long term hires or for one-off hires in full, in advance, all fees / charges including a £350.00 refundable deposit in compliance of the Regulations for the Hire of Woodlands School Premises and Facilities. I confirm that I am over the age of 18 years.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Letting Approval Check List Hirer	Yes / No / NA
Insurance documents provided to Lettings Manager	
Risk assessment submitted, approved, and signed and dated by Hirer	
Hirers safeguarding policy received	
Received and read Woodlands school Safeguarding Policy	
Alcohol license obtained from Governors & Magistrates	
Refundable deposit paid	
Pat testing certificate received and issued to Premise Manager	
As required obtain Performance License from Basildon Borough Council	
Letting Manager Check List	Yes / No / NA
Hirers issued with Woodlands Lettings Policy	
Hirers issued with Woodlands Safeguarding Policy	
Hirers issued with Woodlands IT Acceptable Use Policy	
Hiring entered on Venuebooker	
Hiring logged with Skanska helpdesk	
Copy of booking form provided to the Finance team	
Letting Coordinator Approval	
Letting approved / declined	
Signed: _____	
Date: _____	
Neil Williams Lettings Coordinator or Designate	





Signed: \_\_\_\_\_  
Head Teacher

Dated: 4<sup>th</sup> December 2023



Signed: \_\_\_\_\_  
Chair of Governors

Dated: 4<sup>th</sup> December 2023



## • LETTINGS RISK ASSESSMENT

### 13 Example of Lettings Risk Assessment

#### DEFINITIONS:

#### Hazard

Something with the potential to cause harm

#### Risk

The likelihood of hazard reaching its potential

Department:	Woodlands School Lettings
Description of Task:	Lettings and Private Functions
People at Risk:	Letting Attendees and Other Visitors

<b>Risk</b>	1 = Remote	5 = Definite
<b>Severity</b>	1 = Slight	5 = Fatal
<b>Risk x Severity = Rating</b>		
16 – 25 =	Urgent attention	
8 – 15 =	Attention may be required	
<b>Objectives</b>		
1. Eliminations	4. Use of Procedures	
2. Substitution	5. Warning System	
3. Use of Barriers	6. PPE	

Severity	Residual Risk / Likelihood				
	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Identified Hazards Associated with the work activity / tools / COSHH and possible injury.	Risk before controls are in place.	Severity before controls are in place.	Total Rating Risk x Severity	Control measures Measures which must be in place before work is allowed to start <i>(Including provisions such as Personal Protective Equipment)</i> .	Risk of Injury After controls are in place.	Severity of Injury After controls are in place.	Total Rating Risk x Severity
Fire Safety and Evacuation	5	3	15	<ul style="list-style-type: none"> <li>The Hirer shall not bring onto site candles, indoor pyrotechnics, flammable pressurised gas cylinders, petroleum spirit, artificial smoke makers or dry ice machines etc.</li> <li>The Hirer shall ensure that there is no smoking or vaping on site. Woodlands School and grounds are a <b><u>no smoking areas.</u></b></li> <li>The Hirer shall familiarise themselves with the fire precautions in force on the premises, and with the means</li> </ul>	3	2	6

<b>Fire Safety and Evacuation</b>	<b>5</b>	<b>3</b>	<b>15</b>	<p>of escape in the event of a fire. Fire and other exits must be kept clear at all times</p> <ul style="list-style-type: none"> <li>• If the fire evacuation alarm sounds, leave the building by the nearest emergency exit and muster at the far bottom corner of the car park as per map provided.</li> <li>• The Hirer shall maintain and conduct a register of their party and report to the Premises Site Team if anyone is unaccounted for.</li> <li>• The Hirer is responsible for ensuring that his or her party are all clear of the building and accounted for and report to the premises officer in charge</li> <li>• Once the Premises Site Team has dealt with the alarm and the situation, a decision will be made as to whether the building is safe to return to the building.</li> </ul>	<b>3</b>	<b>2</b>	<b>6</b>
<b>Electricity</b>	<b>3</b>	<b>4</b>	<b>12</b>	<ul style="list-style-type: none"> <li>• The Hirer shall not bring on site any personal electrical equipment, including heaters, kettles, cookers, hot rings, microwaves deep fat fries, popcorn maker etc.</li> <li>• All other electrical equipment, IT equipment, disco equipment, lighting and sound system brought and used on site shall have a current PAT test certificate submitted for scrutiny to Premises Services Site Team.</li> <li>• Power sockets shall not be overloaded and only one extension lead used per supply</li> </ul>	<b>3</b>	<b>2</b>	<b>6</b>
<b>Accidents</b>  <b>Sporting Injuries</b>  <b>Slips, Trips and Falls</b>  <b>Accidents</b>	<b>5</b>	<b>3</b>	<b>15</b>	<ul style="list-style-type: none"> <li>• The Hirer shall ensure that all hazards and potential dangers are reported to the Premises Services Site Team on the day of the letting</li> <li>• The Hirer shall ensure that his or her party remain in the designated area as detailed on the letting agreement and not allow adults or children to roam freely around the building and site.</li> <li>• First Aid is the responsibility of the Hirer and is responsible for supplying a small First Aid kit at all times.</li> </ul>	<b>3</b>	<b>2</b>	<b>6</b>

<b>Sporting Injuries Slips, Trips and Falls (Cont.)</b>	<b>5</b>	<b>3</b>	<b>15</b>	<ul style="list-style-type: none"> <li>• In case of an emergency the Hire shall alert the Premises Services Site Team who will contact the emergency services or dial Skanska Facilities ServicesS24/7 helpdesk telephone number on 0800 023 4765 for any other requirements</li> <li>• All efforts will be made to ensure trailing leads do not cross walkways, where this is unavoidable, they will be secured with yellow and black hazard tape</li> </ul>	<b>3</b>	<b>2</b>	<b>6</b>
<b>Traffic Management</b>	<b>5</b>	<b>2</b>	<b>10</b>	<ul style="list-style-type: none"> <li>• The School and Skanska Facilities Services are not responsible or liable for any claim for damage caused to private vehicles whilst parked on Woodlands School</li> <li>• Emergency services access roads and all other roadways shall not be obstructed.</li> <li>• No parking on grassed areas or any other unauthorised areas other than the car park</li> </ul>	<b>1</b>	<b>3</b>	<b>3</b>
<b>Safeguarding</b>	<b>2</b>	<b>2</b>	<b>4</b>	<ul style="list-style-type: none"> <li>• The Hirer shall provide a copy of their child protection policy to Woodlands school Lettings coordinator / Safeguarding Lead.</li> <li>• The Hirer shall comply with the requirements of Woodlands School child protection policy.</li> <li>• Activities for Children, the Hirer shall ensure that two responsible adults are present, and in charge throughout the whole period of hire. It is recommended that one adult is a qualified First Aider.</li> </ul>	<b>1</b>	<b>2</b>	<b>3</b>
<b>Manual Handling</b>	<b>5</b>	<b>1</b>	<b>5</b>	<ul style="list-style-type: none"> <li>• The Hirer shall ensure that his or her party will not move furniture e.g. tables, staging, scenery or any other furniture anywhere within the building.</li> <li>• Working at height and stepladders.</li> </ul>	<b>1</b>	<b>1</b>	<b>2</b>
<b>Rubbish Clearance</b>	<b>5</b>	<b>1</b>	<b>5</b>	<ul style="list-style-type: none"> <li>• The Hirer will be responsible for ensuring the venue is left in good condition and clear of all rubbish once the event has finished.</li> </ul>	<b>3</b>	<b>1</b>	<b>3</b>

<b>Specifics, Actions &amp; Further Considerations / Hirers Comments</b>			
<b>Date of Assessment:</b>	<b>16/09/2023</b>	<b>Date of Review:</b>	<b>01/09/2024</b>
<b>Name:</b> <i>(Please Print)</i>	<b>P.Roth (Woodlands School Health and Safety Coordinator)</b>	<b>Signed:</b>	
<b>Risk assessment read and adopted by Hirer:</b>		<b>Date Signed:</b>	
<b>Name:</b> <i>(Please Print)</i>		<b>Signed:</b>	