



**LIONHEART**  
EDUCATIONAL  
TRUST

**LETTINGS POLICY**

**This policy applies to all schools within  
the Lionheart Educational Trust**

**Approved by the Trust**

**June 2026 - June 2027**

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## 1. Introduction

The Trust Board regards the school buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible by the local community.

The Trust Board welcomes the opportunity to work with partner organisations in extending the range of opportunities to help pupils achieve their full potential by engaging with local groups and services meeting the wider needs of our pupils, families and the local community. However, the overriding aim of the Trust is to support the schools in providing the best possible education for its children and any lettings of the premises to outside organisations will be considered with this in mind.

The school's delegated budget (which is provided for the education of its pupils) will not be used to subsidise any lettings by community or commercial organisations. A charge will be levied to meet the additional costs incurred by the school in respect of any lettings of the premises. As a minimum, the actual cost to the school of any use of the premises by any outside organisation must be reimbursed to the school's budget.

The Trust reserves the right to:

- I. refuse applications without giving a reason
- II. have a representative present at any function
- III. terminate any activity not properly conducted

## 2. 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 the local branch of 'Weight Watchers')". Lettings can be single use i.e., on one occasion or regular use i.e., the same day and time each week.

A letting must not interfere with the primary activity of the school, which is to provide a high standard teaching and learning environments for all its pupils

The following activities fall within the corporate life of the academy. These activities are not considered to be lettings and costs arising from these uses are therefore a legitimate charge against the academy's delegated budget:

- I. Trust Board and Board sub-committee meetings
- II. Extra-curricular activities for pupils organised by the academy or Trust
- III. Academy performances or events
- IV. Parents' evenings and meetings
- V. PTA meetings and events

Care should be taken to ensure that any lettings are consistent with Trust values. The following activities are not considered to be appropriate for lettings:

- I. Commercial activities with little potential to generate income or support for the academy
- II. Activities or events of a political nature
- III. Activities or events which might bring the academy or Trust into disrepute.

### 3. Roles, Responsibilities and Administration of Lettings

The Trust Board is responsible for:

- I. Approving this Policy and ensuring that it is reviewed regularly
- II. Approving the hire charges for the letting of academy premises and reviewing them regularly
- III. Setting the Terms and Conditions of Hire for lettings
- IV. Ensuring that the Trust has appropriate insurance arrangements in place

The Chief Executive Officer (CEO) is responsible for:

- I. Ensuring Heads are aware of their responsibilities relating to this Policy
- II. Ensuring the Chief Finance Officer acts as deputy to the CEO in their role and responsibilities in respect of lettings.

The Lettings Manager or person with delegated responsibility is responsible for:

- I. the management of lettings, in accordance with the Trust Board or Finance Committee's policy. The Head may delegate all or part of this responsibility to other members of staff (e.g., person with responsibility for school lettings/finance), whilst still retaining overall responsibility for the lettings process.
- II. Ensuring that if anyone has any concern about whether a particular request for a letting is appropriate or not, s/he will consult with the CEO, CFO and/or Chair of the Trust, before determining whether such request can be accepted or not- and all staff reporting to the Lettings Manager, or person with designated responsibility, should be aware of escalation routes should such matters arise
- III. Ensuring that the lettings procedures are followed
- IV. Adhering to the procedures and Terms and Conditions of Hire
- V. Managing the day-to-day lettings of the premises and ensure effective communication between all parties concerned
- VI. Maintaining accurate records of all bookings on the Booking Plus system
- VII. Confirming bookings using the Venue Hire Agreement at **Appendix 1**
- VIII. Checking and filing insurance and safeguarding documentation provided by hirers
- IX. Arranging staff for lettings
- X. Ensuring facilities are as required by hirers
- XI. Ensuring appropriate training for hirers or appropriate member of staff is present when any specialised equipment or accommodation is hired
- XII. Monitoring all hirers to ensure all aspects of the contract are being adhered to and that facilities are left ready for academy use – including completing spot checks of hirers on site against DBS documentation received
- XIII. Ensure finance raise all invoices and chase any outstanding payments on a regular basis
- XIV. Deal with any and all other matters relating to lettings as the primary officer dealing with day-to-day matters pertaining to lettings.

### 4. Charges and Bookings

The Trust Board or Finance Committee is responsible for setting charges for the letting of the school premises. All charges will be reviewed and set annually in consultation with the CFO. These charges must then be approved by the Trust board.

A charge may be levied to cover the following:

- A. Cost of services (heating and lighting)
- B. Cost of staffing (additional security, caretaking and cleaning) - including “on-costs”
- C. Cost of administration
- D. Cost of “wear and tear”
- E. Cost of use of school equipment (if applicable)
- F. Profit element (if appropriate).

The charges review will take place during the summer term, for implementation from the beginning of the next financial year, with effect from 1st September of that year. Current charges will be provided to hirers in advance of any letting being agreed (see **Charges Schedule – Appendix 2**).

All bookings will be made directly through the Enterprise Team and supported by a copy of the Terms and Conditions signed by the hirer.

In considering request for lettings consider the following:

- A. whilst the academy will try to accommodate all requests, the academy and current hirers will be given priority
- B. other considerations include the type of event, site supervision availability, the number of other lets coinciding and the suitability of accommodation.

If there are any form of lettings through which a mechanism to share surplus generated can be utilised, such an arrangement should be fully documented and signed by representatives of the Trust and relevant third party. Such an arrangement should not leave the Trust financially worse off.

## **VAT**

In general, the letting of rooms for non-sporting activities is exempt of VAT, whereas sports lettings are subject to VAT (although there are exemptions to this under certain circumstances).

Sport facility letting charges are normally subject to VAT, but where certain criteria are satisfied, the hire charges can be treated as exempt. VAT regulations state that for a series of ten or more lettings to be exempt from VAT, the following conditions should be satisfied:

- A. Each period is in respect of the same activity carried on at the same place
- B. The interval between each period is not less than one day and not more than fourteen days
- C. The charge is payable by reference to the whole series and is evidenced by written agreement
- D. The facilities are letting to a school, club, association, or an organisation representing affiliated clubs or constituent association.

On the letting of sports facilities for sports, the VAT exemption does not apply to commercial organisations.

## 5. The Administrative Process

Organisations seeking to hire the school premises should approach the Enterprise Team (or designated staff supporting the Enterprise Team based in schools) who will identify their requirements and clarify the facilities available.

Once a letting has been approved, confirmation will be sent to the hirer, setting out full details of the letting and enclosing a copy of the terms and conditions and the **Venue Hire Agreement (Appendix 1)**. The letting should not take place until the signed agreement has been returned to the academy.

The person applying to hire the premises will be invoiced for the cost of the letting as appropriate in accordance with the Trust Board or Finance Committee's current schedule of charges (**Appendix 2**). Payment must be made directly into the Trust's bank account.

The Enterprise Team should seek payment in advance to reduce any possible bad debts. A one-off booking must be paid in advance and all other bookings are either paid monthly or termly in advance. There may be exceptions to this, where bookings are paid in arrears, where the booking has frequent changes and cancellations (such as football).

The hirer should be a named individual and the agreement should be in their name, giving their permanent private address. This avoids any slight risk that the letting might be held to be a business tenancy, which would give the hirer security of tenure.

All lettings fees which are received will be paid into the Trust's bank account and allocated to the respective lettings cost centre, in order to offset the costs of services, staffing etc. Income and expenditure associated with lettings will be regularly monitored to ensure that at least a 'break even' situation is being achieved and reported to the Trust Board and/or the Finance Committee. Where a surplus is generated, the Trust will look to pass that onto the school in the following financial year, unless wider financial challenges make this difficult.

Payments received should be promptly reflected in the financial system and also acknowledged on the Booking Plus system. The finance officer should update Booking Plus on a daily basis. Non cash or cheque payments will be accepted for lettings.

All income and expenditure from lettings activities should be fully recognised and accounted for within the finance system.

Where possible, there should be clear segregation of duties to ensure one individual is not managing multiple aspects of these transactions, to minimise the risk of fraudulent activity (e.g. procurement and sales of food and drink through a food outlet for lettings-related activities).

When a large-scale tournament is hosted at a Trust school, the hirer may charge attendees for car parking and entry fees. The Trust does not enter into profit sharing arrangements. The Trust will retain any profit made from sales at food outlets on the school site, which are managed by the Trust. Arrangements for large-scale tournaments must be agreed in advance with the Enterprise Team.

Where Trust employees work additional or casual hours due to a letting booking, the overtime/ casual hours should be agreed in line with the Trust support staff pay policy. Timesheets must be completed and submitted through Beehive for approval by the Enterprise team. Timesheet approval cannot be given for overtime/ casual hour claims for family members, in these cases the hours should be approved by the Lettings Manager, or person with designated responsibility. Mileage and expenses claim forms from the Enterprise Team can be authorised by the Lettings Manager or the CFO, or person with designated responsibility.

## 6. Public Liability and Accidental Damage Insurance

All Hirers, whether groups or individuals, are responsible for arranging their own public liability insurance and to ensure the insurance covers all their legal liabilities for accidents resulting in injuries to persons (including all participants in the activity for which premises are being hired). This cover must also extend to include loss or damage to the premises of the academy site arising out of the letting. The minimum limit for this insurance cover is **£5 million**. Evidence of the appropriate cover will be required by the relevant academy in advance of any hire and will be subject to annual review.

The Lettings Manager, or person with designated responsibility, has delegated authority to determine the security risk for each letting and will be responsible for allocating a continuous security presence or other appropriate control measure.

## 7. Safeguarding and the Prevent Duty

Any organisation submitting a lettings request involving working with children and/or young people must submit to the school a signed copy of their current Child Protection Policy (or equivalent policy).

All hirers must state the purpose of the hire. Each application will be vetted by the Enterprise Team and any concerns will be reported to either the Executive Team or to the relevant Head prior to approval.

When determining whether to approve an application, the Lettings Manager or person with designated responsibility will consider the following factors:

- A. The type of activity
- B. Possible interference with school activities
- C. The availability of facilities
- D. The availability of staff
- E. Health and safety considerations
- F. The school's duties regarding the prevention of terrorism and radicalisation
- G. Whether the letting is deemed compatible with the ethos of the school

**An application will not be approved if it:**

- A. Is aimed at promoting extremist views.
- B. Involves the dissemination of inappropriate materials.
- C. Contravenes the statutory Prevent duty.

- D. Is likely to cause offence to public taste and decency (except where this is, in the opinion of the Head, balanced or outweighed by freedom of expression or artistic merit).

The Lettings Administrator will file an incident report form if they have reason to believe that the letting has been used for political purposes not previously authorised, the dissemination of inappropriate material or any other purpose that contravenes the Prevent duty.

Where an individual or group is found to be promoting views in contravention of the school's Prevent duty, the person or group is guilty of an offence, under the Education Act 1996, and liable on summary conviction to a fine. In addition, the school will contact the police who will remove the person or group from Trust premises.

## 8. Cancellations

By the Hirer: Cancellations should be made in writing at least 48 hours before the proposed letting, otherwise the Hirer will still be liable for the standard charges (except in the case of weddings, where cancellation notice periods will be longer- and will be shared with the relevant parties through written agreements). In the event of a cancellation being made at the appropriate time, the school will credit the Hirer for a free booking the following term, if applicable, or refund the fee if no further bookings are required. Written cancellations should be signed by a Trust representative, or an equivalent form of acknowledgement and receipt.

By the Academy: If the Academy finds it necessary to cancel a booking, as much notice as possible will be given, generally not less than 24 hours and, where possible, alternative accommodation will be offered. If this is not possible, a refund will be made. The Trust and the Academy will accept no liability in respect of commitments incurred by the Hirer due to such cancellations.

## 9. Review

This policy will usually be reviewed every two years during the Summer Term and at any other time as may be deemed necessary.

## 10. Terms and Conditions of Hire for Lettings

All terms and conditions must be adhered to. The 'hirer' shall be the person making the application for a letting, and this person will be personally responsible for payment of all fees or other sums due in respect of the letting and ensuring the terms and conditions are adhered to.

## 11. Interpretation

**Hirer:** person making the application for a letting who will be responsible for payment of all fees of other sums due in respect of the letting.

**Trust:** the Lionheart Educational Trust.

**Academy or School:** the respective Trust academy/ school with facilities for hire.

## 12. Status of the Hirer

Lettings will not be made to persons under the age of 18, or to any organisation or group with an unlawful or extremist background. The hire agreement is personal to the hirer only, and nothing in it is intended to have the effect of giving exclusive possession of any part of the school to them or of creating any tenancy between the Academy and the Hirer.

## 13. Safeguarding and Child Protection

If a particular letting involves contact with the Academy's pupils or other young people then any organisation or individual submitting a lettings request involving working with children and/or young people must provide to the academy evidence that appropriate policies and procedures are in place with regard to safeguarding children and child protection i.e. Safeguarding Policy, and provide evidence to the academy of disclosure and barring scheme check (hereafter referred to as DBS) relating to all staff and others working closely with children.

Evidence required:

- A. a 'letter of assurance' from the organisation providing the names and DBS numbers of the supervising adults/staff
- B. DBS certificate for supervising adult and additional photographic identification

The Trust Board or Finance Committee will ensure that there are arrangements in place to liaise with the Head on these matters.

The Trust Board or Finance Committee may require DBS checks relating to staff and other adults using school premises at a time when school pupils or other young people may be on site.

The Trust Board or Finance Committee may require evidence of appropriate qualifications for hirers:

- A. using facilities or equipment for specific activities.
- B. Where the activity is for example an after-school sports club, sports coaches must also follow the Government Guidelines for Working in Schools.

## 14. Priority of Use

The Head, or person with designated responsibility, will resolve conflicting requests for the use of the premises, with priority always being given to school functions.

## 15. Attendance

The Hirer shall be responsible for ensuring that the number of persons using the premises does not exceed that for which the application was made, and approval given.

## 16. Behaviour

The Hirer shall be responsible for ensuring the preservation of good order and the prevention of disorderly behaviour for the full duration of the letting and until the premises are vacated.

The Hirer is responsible for ensuring these terms and conditions of use are observed and adhered with and for the effective supervision of the arrangements and activities on the Academy premises during the hire period.

## 17. Health and Public Safety

The Hirer must comply with all the laws relating to the premises and the occupation and use of the premises by the Hirer, including but not limited to Health and Safety legislation.

The Hirer should, as far as practicable, have an accurate list of those present.

The Hirer is responsible for familiarising themselves with emergency exits and must ensure that participants are aware of emergency evacuation procedures and assembly points.

It is good practice to carry out emergency evacuation drills at suitable intervals.

The Hirer must always, whilst participants are on site, have immediate access to participants' emergency contact details, and always have access to a mobile phone.

The Hirer shall be responsible for the prevention of overcrowding (such as would endanger public safety), and for keeping clear all gangways, passages and exits.

The Hirer shall be responsible for providing adequate supervision to maintain order and good conduct, and - where applicable - the Hirer must always adhere to the correct adult/child ratios.

The Hirer shall be informed of the maximum number of attendees for each venue at the time of hire application.

In the event of an emergency:

The Hirer will call the relevant emergency service (if school staff are not present and supporting the activity).

All occupants must leave the school by the nearest exit and assemble at the designated muster area as advised by the Hirer.

The Hirer and users must not re-enter the premises until the 'all clear' has been given. The relevant emergency service or member of Academy staff will give this instruction.

The Hirer will immediately inform the Academy of any emergency, accident or serious incident that occurs during the hire period by telephoning the Academy Emergency contact (or Enterprise Team contact, if a contact at the Academy is not available).

## 18. Own Risk

It is the Hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk.

## 19. Damage, Loss or Injury

The Hirer warrants to the Trust that it has appropriate public liability insurance to cover all its legal liabilities for accidents resulting in injuries to persons (including all participants in the activity for which the premises are being hired), and/or loss of or damage to property, including the hired premises, arising out of the letting. The minimum limit for this insurance cover is £5 million. The Hirer must produce the appropriate schedule of insurance cover before the letting can be confirmed.

The Trust will not be responsible for any injury to persons or damage to property arising out of the activities undertaken and supervision thereof during the letting of the premises.

The Academy will inform the hirer of any areas within the scope of the letting arrangements where asbestos has been identified, if there is a foreseeable risk of potential damage arising from the specific hire use of the building.

Any damage, destruction or theft that occurs during the hire period in or to the premises, to the building, equipment or Academy property will be the responsibility of the Hirer and the Hirer shall pay to the Academy the cost of making good any such damage or loss.

Any damages or breakages must be reported to Academy staff at the first opportunity.

## 20. Furniture, Fixtures and Fittings

Furniture, fixtures and fittings shall not be removed or interfered with in any way. No fittings or decorating of any kind necessitating drilling, or the fixing of nails or screws into fixtures which are part of the school fabric, are permitted. In the event of any damage to premises or property arising from the letting, the Hirer shall pay the cost of any reparation or replacement required.

The Hirer will ensure all facilities used are kept in a clean and tidy condition when in occupation.

The facilities must be left in the same condition as before the hire period. No food, rubbish or other belongings of the Hirer should be left on the premises. Waste refuse sacks should be used and can be deposited in the Academy's refuse bins/area. If additional cleaning is necessary, the Hirer will be charged accordingly.

## 21. Use of Premises, Facilities and Equipment

### 1. School Equipment

This can only be used if requested on the Initial Request form, and if its use is approved by the Lettings Manager or person with delegated responsibility. Responsible and appropriately qualified adults must supervise the use of any equipment that is issued and ensure its safe return. The Hirer is liable for any damage, loss or theft of school equipment they are using, and for the equipment's safe and appropriate use. Use of the Academy's offices and resources will not be available during the hire period, and it is the Hirer's responsibility to ensure a mobile phone is available to cover the event of an emergency.

## 2. Hirer's Equipment

The hirer should state on the hire agreement any equipment he/she intends to bring into Academy. They are responsible for ensuring the suitability of the equipment and for ensuring that it is in good order.

Any electrical equipment brought by the Hirer onto the school site **MUST** comply with the Trust Code of Practice for Portable Electrical Appliance Equipment. Equipment must either have a certificate (Portable Appliance Test) of safety from a qualified electrical engineer or be inspected by, or on behalf of, the Trust. The intention to use any electrical equipment must also be notified on the application. Any of the hirer's own equipment should be brought into/ removed from school within the time booked.

## 3. Car Parking Facilities

Subject to availability, the Hirer and other adults/visitors involved/attending the letting may use the Academy car parking facilities. Neither the Academy or the Trust will accept any responsibility in terms of damage, theft or loss of any car left in the car park during the hire period.

## 3. Toilet Facilities

Access to the Academy's toilet facilities is included as part of the hire arrangements.

## 4. First Aid Facilities

There is no legal requirement for the school to provide first aid facilities for the Hirer and school first aid resources are not available for lettings. Therefore, it is the Hirer's responsibility to make their own arrangements, including the provision of first aid training for supervising personnel and the provision of a first aid kit.

The hirer is always expected to have access to a mobile phone throughout the letting to cover any emergency event.

## 5. Food and Drink

No food or drink may be prepared on the premises without the direct approval of the Enterprise Team. Where approval is given the Hirer must ensure that all food hygiene regulations are applied and adhered to. All litter must be placed in the bins provided – with due regard being given to Academy recycling facilities.

If the hire agreement allows use of the kitchen, any leftover food and drink must be taken away from the Academy premises at the end of the hire period. The kitchen must be left clean and fit for use by the Academy.

## 6. Intoxicating Liquor/Drugs

Alcohol is not allowed to be brought onto or consumed on the premises at any time without express approval from the Academy/Trust.

Illegal drugs are not to be brought onto or consumed in the premises.

Any person thought to be under the influence of alcohol or drugs will be refused admittance to the premises or asked to leave the premises if the intoxication occurs during the hire period.

## 7. Smoking

The whole of the Academy premises is a non-smoking area, and smoking is not permitted within school buildings or on school grounds at any time.

## 8. Flammable Items

No items of a flammable, dangerous or noxious character may be brought onto the premises, including fireworks, confetti or gas without the express approval from the Lettings Manager or person with designated responsibility.

## 9. Suitable footwear

Suitable footwear should be used. No stiletto or any type of thin heel is to be worn. If activities involve outdoor use, participants should ensure footwear is cleaned before re-entering the premises.

## 22. Copyright, Performing Rights or Alcohol Licences

There are a variety of licences that may be required for different types of events. The onus is on the Hirer to ensure which are deemed necessary and must produce documentary evidence before the letting takes place. The Hirer shall indemnify the Trust against any action brought about by failure of the Hirer to obtain the necessary licences.

The following categories of letting may require a licence:

- A. Theatre licence
- B. Copyright/Royalty licence
- C. Cinematography licence
- D. Alcohol licence
- E. Music, Singing and Dancing (Performing Rights licence)

## 23. Sub-letting

The Hirer shall not sub-let the premises to another person.

## 24. Security

The Trust will pay for a person or persons to be responsible for the security of the premises before and after the hire, and for the cleaning of the premises after its use. This cost will be included in the charge for the letting. The Trust can arrange for a person to be responsible for the security of the premises during the hire, but this will incur an additional charge. Only named key holders may operate the security system. Keys must not be passed to any other person without direct permission of the Enterprise Team or Premises Team.

## 25. Right of Access

The Trust reserves the right of access to the premises during any letting. The Lettings Manager, or person with designated responsibility, may attend to monitor activities from time to time.

The Trust permits the Hirer to access and use the areas of the Academy as stated on the booking form.

The areas of the Academy used remains in the Trust's legal possession notwithstanding the hirer's occupation during the hire period and such occupation shall not be deemed to constitute or create any lease or tenancy.

## 26. Conclusion of the Letting

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. If this condition is not adhered to, an additional charge may be made.

The Hirer shall ensure that the premises are vacated promptly at the end of the letting. The Hirer is responsible for supervising any children taking part in an activity until a responsible adult collects them.

## 27. Promotional Literature/Newsletters

A draft copy of any information proposed for distribution which contains any reference to the school must be sanctioned by the Head (or delegated officer) at least one week prior to proposed distribution by the hirer.

## 28. Chasing Debts

The Trust should follow a reasonable approach to seeking payment for debts. The default position should be for the Trust to invoice in advance of lettings, but on occasion, it may be more practical to invoice in arrears.

If payment terms (which should typically be 30 days) are exceeded with outstanding sums remaining unpaid, reminder notices should be issued, requesting payment within fourteen days.

If payment is still not made, a final reminder should be issued, requesting payment within seven days- and the consequence of non-payment could include immediate cancellation of future bookings and/or referring the debt to a debt collection agency if the monies owed exceed £500.

Before any debt is referred to a debt collection agency, permission from the Finance Committee (or Chair of the Finance Committee) as well as permission from the CEO and CFO should be sought.

## Appendix 1 Venue and Lettings Agreement

**It is essential that all sections of the application form are completed and that these terms and conditions of hire and indemnity clauses read and signed prior to any event being authorised to take place (this can also be completed when creating a client account on bookings plus). Please ensure that pages 1, 14, appendix A, B and D are uploaded to your client area within your account of the Booking Plus Platform.** As part of this agreement you have received an email from booking plus, where all your account information, bookings and payments can be made.

This Venue and Lettings **AGREEMENT** is made by the Lionheart Educational Trust (“The Trust”), of the one part and:

.....  
of.....  
.....

Representing .....

(“the HIRER”) of the other part whereby Lionheart Educational Trust agrees to the use by the Hirer of the facilities detailed on the attached schedule/Booking Plus platform

Name.....  
on.....

Between the hours of ..... and .....  
for the purpose of .....

.....  
On the terms and conditions following:

### Principles applying to Venue Hire Throughout this Lettings Agreement

- 1.** The person signing this agreement must be over 18 years of age. If not, the signing agent must be authorised to contract on behalf of the Hirer to use the venue on the date and at the times specified above and in default of such authorisation shall be personally liable therefore.
- 2.** These terms and conditions apply to all schools in Lionheart Educational Trust (“The Trust”). It is essential that all sections of the application form are completed and that these terms and conditions of hire and indemnity clauses read and signed /acknowledged via a digital agreement within the Bookings Plus booking platform.
- 3.** The core work of any school is the teaching and learning of its pupils. Where there is a school event in the evenings, this will always be consulted on with the

group leader prior to any long-term booking, as in all cases the school will take priority, but other arrangements will be discussed to try to accommodate the booking during this period.

4. The school sites will be opened to allow for venue hire to take place where the inescapable charges have been allocated within the hire charge of the facilities. The pricing has been arranged so that they are fair, transparent, initially flexible and not least, sustainable. The inescapable running costs that comes with holding any such event and will be recovered in full hire charges are assessed on the information received when the booking is made. If any part of the premises is occupied in excess of the dispersal time, the charge for this excess time will be at the current rate of hire. The period of hire includes preparation and clearing up time. Should it be the case that the terms of the booking are altered, deductions will be made from the security deposit or a further invoice will be issued to the hirer/client/company.

5. The Trust has a responsibility to ensure statutory duties and best practice principles are applied to all activities taking place in its school venues, including all the grounds associate, all weather pitches and sports facilities. It is a condition of the venue hire that the Hirer's liabilities are covered by a special events insurance with the Trust's suggested insurance company or an equivalent insurance company. This should also include public liability insurance cover. This should provide as a minimum cover in respect of public liability (minimum of £5,000,000), loss or damage to equipment or premises by fire or explosion or caused through negligence of the hirer or persons attending the function for which the hiring is to take place. **Bookings for 18<sup>th</sup>/21<sup>st</sup> birthday, "Stag" or "Hen" parties are not accepted.**

6. The Hirer shall obtain and present a copy to a member of the school staff for inspection at the time of payment of the hire fee any license, insurance certificate, permit or permission required in respect of any activity, which the Hirer intends shall take place on the Premises during the period of the hire. The Hirer will then upload all necessary paperwork to their booking account within the booking platform of the Trust. The Hirer shall have any necessary license, permit or permission available for inspection on the premises by a member of school staff or any authorised person throughout the period of hire.

7. The is mindful of the reputational risks relating to any activity that takes place within its schools. The Trust reserve the right to cancel this Agreement for any of the following reasons associated to the hire of the facilities:

7.1 If reasons beyond its control make the venue unavailable.

7.2 If in its opinion the presence and the hire of the venue of the person(s) or organisation for whose purpose the facilities are hired might be the cause of disorder on or within the vicinity of the school/college.

**7.3** Might reasonably be held to be damaging to the reputation of the Lionheart Educational Trust school/College. Regardless of the stated reason for hiring the facilities, the Trust may cancel any hiring if in their opinion the hiring organisation has racist intent or policies. In such event, The Trust has a statutory duty to ensure that equality principles and British Values underpin all activities taking place on its school facilities and will err on the side of caution if, for any reason, it feels that the activities of a Hirer or potential Hirer will undermine these values.

The Trust shall incur no liability to the Hirer whatsoever, other than the return of any fee or deposit paid by them in respect of such cancelled engagement subject to agreement clause 38-39 "Cancellations".

**8.** The Hirer undertakes to indemnify any of the schools within the Trust against the consequences of any activity undertaken without the Hirer being in possession of the relevant license, insurance certificate permit or permission and against any contravention of any statute, bylaw or regulation governing any such activity.

**9.** The Trust has a statutory responsibility to ensure that all under 18s and vulnerable adults are safeguarded through effective policies and practices, DBS checks, insurance etc. This is the responsibility of the hirer to ensure that all policies and procedures are taken very seriously and are in place throughout the term of any venue hire. A copy of the safeguarding policy for the group will be uploaded to the booking system platform within the clients account, which will include the DSL. Any changes to staffing/coaches will be notified by the hirer as and when these changes occur. The signing of this agreement concludes that the client will accept that all documentation will be uploaded and the enterprise team will be notified of all such changes as and when necessary throughout the hire of the facilities whether a single or reoccurring booking. Bookings will be cancelled if for any reason the Trust feels that children or vulnerable adults are at risk and actions are not being taken to immediately rectify the situation. See Clause 34 to 39 of this agreement.

### Booking process

**11.** Booking enquiries can be made by telephone, the booking platform on the Trust website or by email to the Enterprise Team or the individual schools in which the enquiry relates to.

### The Hirer shall:

**11.1** The Hirer shall pay at the time of signing this Agreement a booking deposit of 20% of the total hire charge not including the security deposit (where this is applicable). The deposit is non-refundable except as provided for by Clauses 8 & 40 of this Agreement.

**11.2** Pay a security deposit against damages, cleaning costs and any other costs for which the hirer becomes liable under any clause of this agreement, such amounts not being limited to the amount of the security deposit. Such security deposit shall be calculated with regard to the number of people attending the function and the nature of the function subject to a minimum-security deposit of £500. A refundable security deposit is requested for all large events. This deposit acts as a security in the event of additional costs being incurred that were not previously accounted for in the original quote.

**11.3** During the period of the hire, the Hirer shall be held responsible for all damages, losses, claims and costs arising out of the use of the Premises. The hirer shall indemnify the school for any claims arising from accidents, whether fatal or otherwise, to any employee or agent of the Trust. Also, to any member of the public or any third party caused as a result of the hiring, except where due to the negligence of the appropriate school within the Lionheart Educational Trust, its servants or agents. **The hirer will also produce a risk assessment for their hire/activity, that should be uploaded within the client area of the booking system, prior to any event taking place.**

**11.4** The value of this security deposit is indicated on the attached Appendix D. The Trust shall refund the amount of the deposit to the Hirer, less any amount deducted under the provision of any clause in this agreement, within the one month of hire. Instances which may result in the loss of part or all of your security deposit, along with invoices being forwarded for any monies outstanding thereafter, are detailed below. This list is by no means exhaustive and remains at the discretion of the school and Trust:

- Excessive cleaning required, over and above that already charged, will be deducted from the deposit.
- Extension to time of either side of the official booking - should it be the case that the hire of any facility exceeds the period noted on the Booking Confirmation, appendix C, the school reserves the right to levy the applicable hourly rate for each period of 30 minutes, or part thereof, after which the actual period of hire extends either side of the official booking times.
- Any damage that is caused to the Premises or the equipment or facilities which arises from the hiring of the venues other than that arising from a negligent act or omission of the school, the Trust staff, servants or agents. All damage will be made good at the Hirer's sole expense and the Hirer shall be deemed to have undertaken to pay the cost of such reparation by signing this hire agreement and accepting within the booking system platform clients account. Such extra sums

as are due to the school for which the venue has been hired under this clause shall be deducted from the deposit paid by the Hirer. **If the deposit is not sufficient to cover the cost the Hirer agrees to pay the remainder within 14 days of the hire date.**

**11.5 Single Bookings/large events** -The Hirer agrees to pay the venue hire fee, the security deposit and the insurance premium (direct to the insurers) or equivalent insurance company in accordance with any invoices presented to the Hirer by the school within the Trust. Full payment should be made within 2 months of receiving an invoice (via the booking system platform Booking Plus). In the event of a payment not being made, subsequent bookings will be cancelled. For bookings made within 2 months of the venue hire, full payment will be required at the time of booking.

**11.6** The school reserves the right to cancel the venue hire in the event of the Hirer's failure to comply with any part of clause 11.3 and to retain all or part of any part of the hire fee paid in advance of the cancellation.

**11.7 Regular User Groups/Long term hire** bookings wishing to hire the school venue on a regular basis will receive 5% discount for the 2<sup>nd</sup> booking at anyone of the Trust schools

**11.8 Charity** - 5% for any charitable organisation with certified charity proof. The charity certificate will be required to be uploaded to the booking system platform within the clients account.

**11.9 Partnership** - Allows football clubs/organisations to become partners with the individual school football and Tennis Centres within the Trust. A discount will be applied for the whole seasons play/membership and training. Conditions for this partnership discount would be defined through being an affiliated FA Chartered Club or affiliated to the Tennis Association.

**11.10 Unusual bookings** – if the booking is considered by the individual school to be unusual because, for instance, it will involve significant premises support, cover a period of significant hours/days or will have the potential to risk the reputation of the school, the request will be taken to the Lettings Manager or Enterprise Team, or person with designated responsibility, for a decision. It is the responsibility of the Hirer to factor in additional time for this, and it should be assumed that the booking is not going ahead until written confirmation has been received or the booking is confirmed through the booking system platform. A bespoke price would be decided by the Enterprise team if it was considered the hire could result in a substantial amount of set up etc.

**11.11** The school reserve the right to take appropriate measures should the attendees at a private function exceed the maximum permitted number as

specified in the Responsibilities of the Hirer section. At all times please respect this maximum for Health and Safety reasons and in line with Fire Regulations.

**11.12** To ensure the security of the site it is not possible for the school to allow Hirers access to keys.

## Responsibilities of any of the Schools within the Lionheart Educational Trust

**12.** The individual school will:

**12.2** Respond in reasonable time to any initial requests for bookings.

**12.3** Arrange a viewing of the venue you wish to hire through the Enterprise Team

**12.4** We can recommend styling companies for large events and weddings who we trust can deliver, or you are welcome to source your own.

**12.5** Notify hirers of unexpected cancellations as soon as possible.

**12.6** Attempt to arrange alternative accommodation within the school or alternative School due to any unforeseen circumstances.

**12.7** Ensure that the premises are open 15 minutes prior to confirmed booking times.

**12.8** Support hirers in completing the Health and Safety Confirmation Form and any other documentation that is required for specific bookings.

**12.9** Provide all goals, nets and posts throughout the facility, which must be returned at the end of each season.

**12.10** Equipment that is seen as part of the hire, e.g. Badminton posts, nets etc. will be returned to the store from which it was used. All associated kit e.g. shuttlecocks, table tennis bats, balls etc. will be the responsibility of the hirer to bring to site for their organised session. Please ensure that all equipment will be returned to the appropriate store as any loss/damage will be chargeable following your hire.

## Responsibilities of the Hirer

### General responsibilities

**13.** The Hirer or their representative must accept the school venue including any kitchen hire from an employee of the Trust, having inspected them with him/her and signed to confirm that they have been handed over in good order prior to any large event. Any defects agreed with the school's representative must be described in writing and signed by each party. This will then be uploaded to the clients account within the booking platform.

14. At the conclusion of the large events, the Hirer or their representative must again inspect the venue with the Trust employee, when a written note shall be made of any damage, if occurred, which was not noted at the beginning of the venue hire.
15. A charge for reasonable cleaning costs shall be included in the hire fee. If the premises are left in such a condition additional cleaning becomes necessary, the hirer shall be liable to the school for the cost of that additional cleaning. Such extra sums that are due to the school under this clause shall be deducted from the security deposit paid (clause 11) by the Hirer. If the deposit is not sufficient to cover the cost the additional cleaning, the Hirer agrees to pay the remainder under clause 11.4.
16. The Hirer shall not apply any preparation or any adhesive material to the floors, ceilings or walls of the venue or to any contents, fixtures or fittings thereof, nor shall they use any mechanical fixings for the purpose of attaching any notices, coverings, decorations or any other items to any part of the venue or its contents, fixtures or fittings. No decorations are to be erected without the Hirers having obtained specific permission in writing in advance from a member of the Enterprise Team/school staff during the venue booking or on the day of hire. **Alterations to or extensions of lighting, power and heating systems is strictly prohibited at all times.**
17. Cars shall park only on authorised hard standing (CAR PARKS) on the school site only and not on neighbouring roads. The Hirer shall nominate 3 or 4 people to supervise the parking of cars and coaches in the school grounds for large events. **Please consider our neighbours when arriving and leaving.** Lionheart Educational Trust will not accept liability for any loss or damage to the property of any persons arising out of the use of its school car parks.
18. The Hirer accepts that any property, which is brought on to any one of the school venues within the Trust by the Hirer, is at the sole risk of the Hirer. Lionheart Educational Trust, servants or agents cannot be held responsible for the loss of personal possessions from any part of the school site and buildings.
19. During the period of hire, the Trust staff, usually a Premises Officer, shall be in attendance as detailed on the attached Appendix D. This will ensure the safe operation of all school equipment being used by the Hirer or his agents and the security of those parts of the school site and buildings which are and not in use by the Hirer and to represent the interests of the Trust. **The Hirer, their representatives and agents and all members of their party shall co-operate fully with the employees of the Trust and give them all assistance requested.**
20. The Hirer is responsible for the supervision of all persons attending the venue for the purpose of the venue hire, whilst they are on the Premises or on any part of the school site and for preserving good order. **All children must be closely supervised at all times throughout the function. They are not allowed to wander around inside or outside the building unsupervised.** At any function to which members of the public are admitted, the Hirer shall provide an adequate number of stewards who shall be present during the hiring. If any unauthorised person obtains

access to the venue, the Hirer will immediately ensure the ejection of such persons from the premises and advise a representative of the school of the incident as soon as possible.

- 21. No children** under the age of 16 are allowed inside the kitchen area during anytime of the hire.
- 22.** At any time during the period of hire, if a representative of the Trust believes that good order is not being maintained, they can call upon the Hirer or their nominated representatives to restore order. If the Trust's representative believes that good order cannot be restored, he/she shall use all means, including the assistance of the police, to terminate the function and clear the premises. In the event of an early closure caused by the breakdown of good order, no part of the hire fee or the security deposit shall be refunded.
- 23.** The Hirer shall **Not Allow Alcohol** to be brought on, or consumed in, any part of the school site, including all buildings or grounds where the alcohol has been purchased by the guests. Consumption of alcohol without sale will be permitted subject to prior written consent, and subject to the Enterprise team or school staff member being satisfied that excessive quantities of alcohol will not be made available and that an excessive number of persons will not be attending the function for the purpose of consuming alcohol. A corkage fee will apply. Permission for wine etc. at the table will be confirmed in writing by the individual school for any large event, e.g.-wedding reception. This will also be added to the facilities management notes on the booking platform to inform others that all relevant notifications have been given prior to the event.
- 24. Smoking or vaping is not** permitted in any of the Trust school buildings or grounds. It is a condition of the hire that the Hirer shall ensure that their guests comply with this rule at all times. Anybody found smoking within the building or grounds of the venue hired will be asked to leave by a member of the school staff immediately. If smoking was to persist, including vaping, this could lead to the hire being cancelled.
- 25.** All tickets for functions are to be sold beforehand. **No tickets** are to be sold at the door unless prior permission in writing has been given by the Enterprise Team
- 26.** The Hirer **shall not** allow the use of confetti in any part of the grounds or building during wedding functions, unless permission has been given in writing during the booking.

#### The Hire Shall:

- 27.** Comply with all the provisions of the Copyright, Designs and Patents Act 1988 or any act superseding or amending the same.
- 28.** Nominate from your group for large events: a catering representative, a cleaning representative and a car parking representative. Each representative should

be named on the booking form, which must include a contact telephone number during the period of hire.

**29.** Make sure all amplified music is at a reasonable level throughout the event.

**30.** Comply with all food and COSHH legislation. The preparation of food is only permitted in kitchens and designated areas. Food should only be cooked using cookers supplied within the kitchen. Any appliance brought onto site must be notified to the school and all relevant certificates, safety checks and risk assessments must be carried out and supplied to the school electronically prior to the event taking place. All relevant documentation for any event will be uploaded to the clients account area within the booking platform. All relevant food hygiene level 2 certificates from the catering team, along with any relevant COSHH certificates, must be uploaded to the clients account within the booking platform. The Hirer will need to provide all cooking pans, utensils, cups, plates, cutlery, dishcloths, tea towels, washing-up liquid and dustbin liners. Any unused food must be removed from the premises and placed into the refuge area, which will be identified during the booking process.

**31.** Respect the facilities provided, making every effort to conserve energy by switching off unwanted lights or equipment when areas are not in use. They should leave the area tidy. Any rearrangement of furniture or equipment should be restored to its original position if not part of the original booking agreement.

**32.** Ensure that no animals (with the exception of guide dogs) are brought onto the premises other than with the written permission of the school or Enterprise Team.

### Bookings including children, young people or vulnerable adults

**33.** The safeguarding of children and vulnerable adults is of the highest importance in relation to all bookings.

**34.** All leaders and helpers of any booking involving children under 18 or vulnerable adults should complete an enhanced DBS check at the relevant level prior to working with the children / vulnerable adults.

**35.** DBS enhanced certificates should be shown to the school prior to the booking taking place and all relevant dates for these certificates will be uploaded to the clients account for the hire.

**36.** If at any time the Hirer or a member of their group has concerns for the safeguarding or wellbeing of a member of their group they should follow the procedures outlined in their own Child Protection and Safeguarding Policy, which should include their designated safeguarding lead. They should also speak to one of the school's Designated Safeguarding Leaders to ensure that the school is informed in case there is a risk to members of the school community.

**37. Hirers will inform the Enterprise team of any changes to their personnel during any hire period within the Lionheart Educational Trust. They will then supply all relevant changes to documentation in relation to safeguarding to the School Enterprise school lead and upload to the booking platform immediately these changes occur. It is the responsibility of the Hirer to ensure that safe systems are in place to ensure that children leave safely, with a responsible adult where appropriate. If at any time the organisation has a concern about school security, safeguarding or health and safety procedures which are putting their children, young people or vulnerable adults at risk, they have a responsibility to highlight this with the Enterprise Team immediately. Please see Appendix C.**

## Cancellations

**38.** In the event of the Hirer cancelling or postponing the hire of a large event at one of the venues within the Trust under this agreement, no refund shall be made to the Hirer unless an alternative hirer hires the venues for the same period and at the same rates as under this agreement. In which case, any refunds shall be at the sole discretion of the Enterprise Team and shall always be subject to the following an administration fee:

- Less than 14 days' notice      Full Fee
  - 14-21 days' notice              50% Fee
  - 21-30 days' notice              25% Fee
  - More than 30 days              no charge
- 
- Football Partner Clubs and sports bookings must provide 48 hours' notice not including weekends.

**39.** If the school cancels the booking due to bad weather, school use of the room that may sometimes occur (exams, parents' evenings etc.), the hirer of the venue will not be charged for the missed week/s. Alternative rooms will be discussed at the time of booking for long term bookings and additional weeks or alternative dates.

## Health and Safety Responsibilities of the Hirer

**40.** All hirers should complete the Health and Safety Confirmation Form prior to the booking taking place. All Hirers will be made aware of their health and safety requirements during the online booking process and must confirm this form has been completed.

**41.** In the event of a fire, **a continuous pitched sound or bell will be heard (dependent on each school site)**. All users should leave the building immediately and congregate at the Assembly Point. Hirers are asked to follow the directions of school staff on site. Do not re-enter the building until

permission has been given. The Hirer has a duty to evacuate the building should a fire alarm sound.

- 42.** The Hirer shall provide the number of people stated in the attached Appendix D to supervise the evacuation of the premises during any emergency evacuation, ensuring that all participants in the group/ event are safely evacuated. When the persons at the hiring are children less than fourteen years of age, at least five supervising adults are to be provided by the Hirer for every hundred children (or following the ratio in Appendix D); and such supervising adults shall be present throughout the duration of the event. The school will provide fire evacuation procedures and a plan which will indicate the method of entrance and exit by normal and emergency exits.
- 43.** Under UK legislation all visitors, including hirers and those participating in bookings, have a responsibility for observing the various acts and regulations relating to health and safety and for taking steps to secure their own health and safety. Hirers should ensure that they are familiar with the school's Health and Safety Policy and any other relevant health and safety information provided. A Health and Safety Policy along with the school risk assessment will be provided to the hirer from the school staff during the time of booking. All those who use the school venues have a legal obligation to exercise 'due care' in relation to others users.
- 44.** The school reserve the right to take appropriate measures should the attendees at a private function exceed the maximum permitted number as specified in the Responsibilities of the Hirer section. At all times please respect this maximum for Health and Safety reasons and in line with Fire Regulations.
- 45.** Hirers must ensure that emergency exits are illuminated and unobstructed, the details of the procedure for dealing with a fire is understood, and the location of fire extinguishers and a mobile phone/radio for emergency use is known. The Premises Officer / Community Bookings Coordinator will support hirers with this.
- 46.** It is the responsibility of the Hirer to ensure that a register is taken (or list of attendees maintained), and is available and used should there be a fire evacuation.
- 47.** Specific arrangements by the event organisers, in discussion with the school, should be made to evacuate wheelchair users from the building or to the fire refuge point.
- 48.** Hirers (in regards to weekly or long-term bookings) should carry out a practice evacuation of the premises to highlight any causes of concern within the first three weeks of the booking.
- 49.** The Hirer must ensure that a suitably qualified first aider is available to support their booking during the period of the hire, and inform the school if first aid is

administered, in order to support the health and safety management of the school, completing an Accident Report Form. Where an accident takes place, which requires the submission of a RIDDOR form, a copy should be sent to the Enterprise Team immediately. First Aider requirements will be named on the booking confirmation form where required.

50. The Hirer must ensure that the group has access to a mobile phone in case of emergency and that the on-call premises officer number is stored in the phone. Certain venues will supply a radio which should be returned at the end of the event/hire.
51. Hirers should carry out their own risk assessments for the activities performed, including fire, COSHH and ensure safety of their guests, participants and spectators is taken into consideration.
52. Organisations where there are in excess of 100 people attending should complete the Human Factor checklist (Appendix E) supplied by the community lead at each of the schools or Enterprise team and upload this to their relevant client area before the hire can take place.

### Use of Catering Facilities for Events

53. Our kitchen facilities at our schools can be included in your wedding package/event, allowing you to choose your own outside caterer, however, we would be delighted to offer our recommendations or provide in-house catering. Please discuss at the time of booking.
54. The Trust can provide a catering service at a cost and with reasonable notice. This should be arranged at the time of booking.
55. Bookings do not include access to school kitchens unless this is part of the booking. All Food Hygiene certificates (level 2) for food safety processes and handling of food should be provided by the hirer prior to use and uploaded to the clients account on the booking platform.
56. **No children** under the age of 16 are allowed inside the kitchen area during anytime of the hire.
57. A food disclaimer must be signed for any food bought onto the premises.
58. The Hirer is responsible for the removal of all rubbish and waste from the kitchen and placed in the bins provided.
59. Food and drink must be consumed in the designated areas only. It must not be consumed in the corridor or toilet areas.
60. Catering companies must supply to the hirer all their current public liability insurance, COSHH (If applicable) and all relevant food certificates prior to the hire taking place. This should then be uploaded by the client onto their account and also presented if requested to the Enterprise Team or community link of the individual school for verification.

## Sports (including All Weather Pitches)

### Sports Halls

59. Light soled shoes must be worn at all times. Outdoor footwear is not allowed in the sports hall and should be changed in the changing facilities provided. The use of outdoor footwear in the sports hall causes damage to the surface.
60. No eating or drinking to take place in the sports hall unless by prior agreement with the Enterprise Team. Only water allowed.
61. No chewing gum is allowed in the sports hall / changing rooms.
62. All participants to be dressed in appropriate kit, including safety clothing if applicable, for the sport they are undertaking.
63. The marking of additional lines on the floors/surfaces or walls is prohibited.
64. Due to the high usage of the sports hall, all weather pitch and the tennis courts, for the benefit of all Hirers, we stipulate that you have **FULLY VACATED THE PLAYING SURFACE BY THE END OF YOUR PERIOD OF HIRE**, having removed/replaced all equipment and disposed of any rubbish (including water bottles).

### Changing Facilities

65. No studded boots to be worn inside the changing rooms or sports hall corridor/foyer at any of the school sites. This is to protect the flooring in both areas. Please remove outside before entering the building.
66. The Hirer is responsible for ensuring that the changing rooms (if used) are left in a fit and proper condition for the next hirer.

### Outdoor Sports pitches and Facilities including AWP and Tennis Centre

67. The Hirer is responsible for checking that all external playing surfaces are safe to use, are suitable for the purposes they are to be used for and are free of any foreign objects which may cause injury to any participant and that surfaces have not been damaged in any way that may cause injury to members.
68. Partnership Clubs must inform the Enterprise Team Football and Sports Enterprise Lead of any cancellation of sports matches (excluding severe weather conditions) at least 48 hours prior to the scheduled time of the hire. **In the event of the sports Club/Group cancelling or postponing the hire of the Facility, under this agreement no refund shall be made to the sports Club/Group unless the facilities are hired by an alternative group for the same period and at the same rates as under this agreement clause 39.**

- 69.** All users of the all-weather pitches at the schools within the Trust, including the Tennis Centre, will wear appropriate footwear as described at the entrances to these centres. Any person who does not wear the appropriate footwear will be asked to leave the playing surface. It is the responsibility also of the hirer/Partnership Club/Coach to enforce this during the session of hire.
- 70.** Partnership Clubs/Hirers should ensure that the grass areas are left clean and tidy at the end of a match and any tape is removed from football posts/playing surfaces.

## Concerns and Complaints

### A. Concerns and complaints from group users relating to a Hirer

- 71.** Each Hirer/organisation must ensure that it has its own system for handling complaints by those engaging in its group

### B. Concerns and complaints from Hirers about the school

- 72.** In the first instance, concerns should be addressed to the Enterprise Team at [venues@lionhearttrust.org.uk](mailto:venues@lionhearttrust.org.uk). Unresolved concerns should be addressed to the Lettings Manager, or person with designated responsibility, who may delegate to the appropriate member of staff
- 73.** Concerns which cannot be resolved by the school should be addressed in writing to the Chair of Governors of the individual school in which the venue hire has taken place.

**We hope that your event goes well and we are delighted that you have chosen to use Lionheart Educational Trust for your hire. If you have any further questions or concerns, please do not hesitate to contact the Enterprise Team or School.**

**I hereby confirm that I have read, and will abide by, the terms and conditions outlined in this document for all types of venue hire for which I am hiring the facilities, at the individual school venue. I also confirm I will upload all relevant certificates and paperwork related to this hire to my client's area within the Booking Plus platform, paying particular attention to Appendix A, B and C. If there are any subsequent changes to my personnel during the hire period with the Lionheart Educational Trust, I will supply all new documentation in relation to safeguarding to the School Enterprise lead and upload to the booking platform immediately these changes occur.**

**Name of Hirer:**

**Signed on Behalf of Hirer:**

**Date:**

**School Venue:**

**Signed on Behalf of School:**

**Date**

### Appendix 1A: Community Booking Checklist

**Prior to any booking taking place, the following documents need to have been agreed to and uploaded online to the bookings system by the Hirer.**

To be completed by Enterprise Team or Community school link

Name of School:		
Booking made by (name of person)		
Name of organisation		
Contact email		
Contact mobile phone number Contact home phone number		
Date of booking		
		<b>Date received/ agreed online</b>
<b>1</b>	<b>All bookings - Terms and Conditions document –</b> Agreed online. Signed pages uploaded	
<b>2</b>	<b>All bookings - Appendix B:</b> Health and Safety information confirmation form sent for Hirer to complete.	
<b>3</b>	<b>All bookings -</b> All Insurance documents that are required have been uploaded online. Value £5,000,000	
<b>4</b>	<b>Qualifications –</b> Proof of qualifications relevant to class/booking. First Aid, Fire Wardens, Food Hygiene level 2	

5	<p>Groups running events requiring additional licenses from the Performing Rights Society, Phonographic Performance Ltd, Copyright Licensing Agency Limited, Events License, Alcohol License if applicable.</p> <p>School must have up to date relevant licenses at least 10 days prior to the event, or the booking will be cancelled.</p>	
6	<p>If the kitchen has been booked as part of the hire, are catering risk assessments been uploaded to the booking platform from the catering company?</p>	
7	<p>Is a Humans Factor Risk assessment required for this booking? All control measures should be identified for all bookings over 100 people.</p>	
8	<p>Is there a COSHH risk assessment required due to the nature of the event/booking? If yes, has this been supplied?</p>	
<p><b>Lettings involving under 18s or vulnerable adults</b></p>		
9	<p><b>Child Protection Policy.</b> Has there been an up to date policy uploaded which identifies the Designated Safeguard Lead?</p>	
7	<p><b>DBS certificates</b> – uploaded online</p>	

**Client to please note: All documents within appendix A that are applicable must have been uploaded to your client account within the Booking Plus platform 10 days before any event. Failure to upload could result in the event hire being cancelled.**

## Appendix 1B: Health and Safety Information for Hirer

### Venue Hire

### Health & Safety Information – Confirmation Form

Please complete and upload to your client area or send to the Enterprise Team  
or School

**Name or Organisation/Group:**

.....

**Position of Hirer:**

.....

**Registered address:**

.....

.....

**Postcode:**

.....

**Tel No:**

.....

**Mobile:**

.....

**Email address:**

.....

	Issues / Items	Tick to indicate you have received information
1.	Fire Alarm Points	
2.	Fire evacuation procedures	
3.	Evacuation routes	
4.	Notification of assembly point	
5.	Location of a telephone	
6.	Location of Premises Office and contact telephone number	
7.	Location of First Aid kit /Defibrillator 'What three words' locations	<b>Beauchamp College –</b> libraries.hoping.puns <b>Castle Rock –</b> trickle.loitering.framework

		<p><b>Cedars –</b> common.plot.relax</p> <p><b>Martin High –</b> assur.judge.zealous</p> <p><b>Humphrey Perkins –</b> glare,vintages.eagles</p> <p><b>Judgemeadow –</b> every.line.lost</p> <p><b>Newbridge School –</b> Friday.ticket.audio</p> <p><b>Sir Jonathan North –</b> violin,boom.forum</p>
8.	Entrance and Exit routes for your event/booking?	
9.	Information about reporting damaged or faulty equipment /building infrastructure	
10.	Information about reporting accidents	
11.	Facilities Risk Assessment for large events - Please ask if further details are required	

**Insurance** - All clubs are required to arrange insurance cover for Public Liability insurance which includes cover for personal accidents, loss of, or damage to equipment. Neither the Lionheart Educational Trust nor the school Governors of each individual school can accept liability for the loss or damage to personal property whilst on site.

You are advised that Public Liability Insurance may be necessary if you are organising a wedding reception/public event. **Please upload a copy of your Insurance cover for our records.**

### Working with Young People

People who work with young people, either as a volunteer or as a person in charge, must have been given clearance by the Disclosure and Barring Service. It is the Hirers' responsibility to ensure that appropriate DBS checks are made. **Please provide a copy of the DBS checks if applicable.**

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**I have been made fully aware of my health and safety responsibilities for the venue hire of facilities at:**

(Name of School): .....

**Signature of person in charge**.....

**Date**.....

## Appendix 1C: DBS confirmation

### All bookings involving Children/vulnerable Adults

All bookings must conform to national guidelines for DBS checks:

#### **Regulated activities – enhanced DBS (including barred list check)**

All those involved in ‘regulated activities should obtain an enhanced DBS check (including a barred list check).

Regulated activities include: ***working with children in an unsupervised capacity; supporting children with intimate care; working regularly with children in a situation which provides an opportunity for regular contact.***

#### **Working in a regular activity – enhanced DBS (without a barred list check)**

All those working regularly with children, young people or vulnerable adults but not in a regulated activity should undergo an enhanced DBS check (without a barred list check) if their involvement is more than a one-off supervised event.

#### **Unsupervised**

Unsupervised activities are where leaders or helpers could, at any stage in the booking, be on their own with a child, young person or vulnerable adult either as the only person in the building or working in a room without others present.

#### **Supervisor**

This means that in every regular booking for children and young people where most leaders and helpers will be classed as ‘supervised’ there must be at least one person who is the ‘supervisor’, and who has an enhanced DBS (with barred list check).

#### **Vulnerable adult**

This applies to adults with learning difficulties or special needs.

## Appendix 1D: Agreement Schedule

**Hire Details** (Capitals please): .....

**Name of Applicant:** ..... **Title:** .....

**Registered address:** .....  
.....

**Telephone** (Daytime): ..... (Mobile).....

**Purpose for which Venue required:** .....

**Date:**

**Time required:**

**From –**

**To -**

**Number of Guests at anyone time:**

If applying on behalf of an organisation please state:

**Name of Organisation:** .....

**Position of Hirer:** .....

**Object/Aims of Organisation:** .....

I wish to hire the Venue as detailed below for the purpose stated above and undertake to indemnify Lionheart Educational Trust and the Governors of the individual school in which the hire is appropriate in the manner contained on the attached sheet and to observe the conditions of letting contained therein.

**Office Use Only:** Rooms to be hired (including opening and closing times)

I agree to the fire evacuation plan provided at the time of booking and will provide \_\_\_\_\_ Marshalls to assist the school staff in the event of an emergency evacuation.

**Large Events/Weddings/Regular Weekly Bookings**

**Fire Support Ratio. 1-30 (1), 31-100 (2), 101-300 (4), 301-500 (6) Over 500 (7+)**

Fire Support 1 -	Name:	Mobile Tel:
Fire Support 2 -	Name:	Mobile Tel:
Fire Support 3 -	Name:	Mobile Tel:
Fire Support 4 -	Name:	Mobile Tel:
Fire Support 5 -	Name:	Mobile Tel:
Fire Support 6 -	Name:	Mobile Tel:
First Aider	Name:	Mobile Tel:
Kitchen Representative -	Name	Mobile Tel:
Car Park Representative -	Name:	Mobile Tel:
Cleaning Representative –	Name:	Mobile Tel:
Nominated Signature Representative -	Name:	Mobile Tel:

Booking Deposit @ 20% Hire Charge: .....

**DECLARATION**

The information supplied in this form is accurate and my requirements are correctly represented. Any changes before the event will be notified to the Enterprise Team 10 days before the hire of the facility takes place. **No parts of this form will be left uncompleted or at the risk of the hirer the event could be cancelled.**

**Hirer's Signature:** ..... **Date:** .....

**School Venue**

**Signature:** ..... **Date:** .....

<u><b>Security Deposit</b></u>	<u><b>Invoice Number</b></u>	<u><b>Refund Date</b></u>
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**Office Use only:** Filed on booking system. Date:  
All Documentation Received. Date:  
Reviewed By:  
Date Approved:

## Appendix 1E: Human Factors Questionnaire

<b>Client</b>		<b>Booking Ref.</b>	
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<b>Activity</b>			<b>Date</b>	
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TO BE COMPLETED BY ALL ORGANISERS OF BOOKINGS OVER 100 PEOPLE		
Item	Included	Comments
Have you had a walk around the areas of the site you will be using?	Yes <input type="checkbox"/> / No <input type="checkbox"/> / N/A <input type="checkbox"/>	
Have you identified any risks? (if yes, please complete the risk section below)	Yes <input type="checkbox"/> / No <input type="checkbox"/> / N/A <input type="checkbox"/>	
Have you been shown all fire exits available for your venue area?	Yes <input type="checkbox"/> / No <input type="checkbox"/> / N/A <input type="checkbox"/>	
Are these exits adequate for the number of guests/patrons?	Yes <input type="checkbox"/> / No <input type="checkbox"/> / N/A <input type="checkbox"/>	
Have you identified the level of first aid you will need and uploaded relevant certificates?	Yes <input type="checkbox"/> / No <input type="checkbox"/> / N/A <input type="checkbox"/>	
Have you identified the number of fire wardens required and uploaded relevant certificates?	Yes <input type="checkbox"/> / No <input type="checkbox"/> / N/A <input type="checkbox"/>	
Have you been shown where the nearest Defibrillator is located? (please add where in the comments)	Yes <input type="checkbox"/> / No <input type="checkbox"/> / N/A <input type="checkbox"/>	
Have you been shown where the evacuation point is located for your area of hire? (please add where in the comments)	Yes <input type="checkbox"/> / No <input type="checkbox"/> / N/A <input type="checkbox"/>	
Is this location adequate for the number of guests?	Yes <input type="checkbox"/> / No <input type="checkbox"/> / N/A <input type="checkbox"/>	
Do all operators of machinery and equipment have relevant risk assessments in place? (please provide name of person(s), company and relevant risk assessments in the comments section)	Yes <input type="checkbox"/> / No <input type="checkbox"/> / N/A <input type="checkbox"/>	
If you are using a catering company, have they completed a walk round of the kitchen area and emergency exists. (please provide the name of the person(s), company and relevant risk assessments in the comments section)	Yes <input type="checkbox"/> / No <input type="checkbox"/> / N/A <input type="checkbox"/>	
What controls will you put into place to stop unauthorised Adults and Children accessing the kitchen area? (please add to comments section)	Yes <input type="checkbox"/> / No <input type="checkbox"/> / N/A <input type="checkbox"/>	

<b>SPECIFIC RISK ASSESSMENT – IDENTIFIED FROM THE QUESTIONNAIRE ABOVE</b>		
<b>LOCATION OF GROUP</b>		<b>GROUP SIZE</b> Young People: Adults:
<b>ORGANISER</b>		
<b>WHO MIGHT BE HARMED:</b>		
<b>SPECIFIC HAZARDS</b> (e.g. what might cause significant harm, including lack of / inadequate arrangements)	<b>SPECIFIC CONTROL MEASURES</b>	
<b>ORGANISATION / CLIENT</b>	<b>SIGNED</b>	<b>DATE</b>

## Appendix 2: Pricing Schedule 2026-2027

<b>Venue</b>	<b>Name</b>	<b>Hourly Rate (net)</b>
Beauchamp City Sixth Form	Car Park	46.15
Beauchamp City Sixth Form	Conference Hall - First Floor	100.45
Beauchamp City Sixth Form	Conference Hall - Ground Floor	100.45
Beauchamp City Sixth Form	Dining/Refectory Area	79.95
Beauchamp City Sixth Form	General Classroom	41.00
Beauchamp City Sixth Form	Package 1 hourly Rate (4 hours minimum)	193.20
Beauchamp City Sixth Form	Package 2 hourly Rate (4 hours minimum)	176.55
Beauchamp City Sixth Form	Package 3 hourly Rate (4 hours minimum)	130.45
Beauchamp City Sixth Form	Package 4 hourly Rate (4 hours minimum)	148.10
Beauchamp College	1. Sports Hall (Half 1-4)	43.05
Beauchamp College	1. Sports Hall - Court [1. Sports Hall (Half 1-4)]	18.45
Beauchamp College	1. Sports Hall (Half 5 - 8)	43.05
Beauchamp College	6th Form Lounge/Study Area	49.20
Beauchamp College	IT Suite	49.20
Beauchamp College	All Weather Pitch (Full)	100.45
Beauchamp College	All-Weather Quarter Pitch 1/4 [All Weather Pitch (Full)]	34.85
Beauchamp College	BP5	38.95
Beauchamp College	Car Park	49.20
Beauchamp College	Changing Rooms -Separate	30.75
Beauchamp College	CP2 Cruickshank Room	36.90
Beauchamp College	DA1 - Large Art Room (Kiln)	49.20
Beauchamp College	DA2 - Design Open Area	49.20
Beauchamp College	Dance Studio ALC	35.90
Beauchamp College	Design Studio	49.20
Beauchamp College	DF2 - Food Technology Room	20.50
Beauchamp College	DFL - Design (formerly FL2)	49.20
Beauchamp College	DG3 - Textiles Room	49.20
Beauchamp College	Dining/Refectory	51.25
Beauchamp College	DR1 - Drama Studio	52.30
Beauchamp College	DW - Design Workshop	49.20
Beauchamp College	English Room	41.00
Beauchamp College	Foyer	38.95
Beauchamp College	G1 - Geography Room - ground floor	41.00
Beauchamp College	G2 - Geography room - upstairs	41.00
Beauchamp College	G3 - Geography room - upstairs	41.00
Beauchamp College	G4	41.00
Beauchamp College	Grass Football Pitch	59.45
Beauchamp College	Grass Training Field	17.45
Beauchamp College	Green Room Dining Area - large space	51.25

Beauchamp College	Gym Child within Trust Member	10.70
Beauchamp College	Gym Family Membership	21.35
Beauchamp College	Gym Family Plus Membership	29.90
Beauchamp College	Gym Membership	12.80
Beauchamp College	Gym Member Plus	25.65
Beauchamp College	History Room	41.00
Beauchamp College	Languages Room - school use only	12.30
Beauchamp College	Library	49.20
Beauchamp College	MA10 - Maths Room	41.00
Beauchamp College	Main Hall	84.05
Beauchamp College	Meeting Room - 6th Form Meeting Room	35.90
Beauchamp College	Meeting Room - Adkins	35.90
Beauchamp College	Meeting Room - Berridge	35.90
Beauchamp College	Mind, Body and Soul Room (Specialised Room)	36.90
Beauchamp College	MS1 (classroom)	41.00
Beauchamp College	MU1 - Music Room	49.20
Beauchamp College	Netball court	35.90
Beauchamp College	Outdoor Tennis Court	24.60
Beauchamp College	Package 1 hourly Rate (4 hours minimum)	214.25
Beauchamp College	Package 2 hourly Rate (4 hours minimum)	151.45
Beauchamp College	Package 3 hourly Rate (4 hours minimum)	157.35
Beauchamp College	Package 4 hourly Rate (4 hours minimum)	64.60
Beauchamp College	PE Classroom	41.00
Beauchamp College	PY1 (classroom)	41.00
Beauchamp College	RE Room	41.00
Beauchamp College	Rugby Pitch	59.45
Beauchamp College	S10 - Science Room. School Use only	34.85
Beauchamp College	S12 - Science Presentation Room	34.85
Beauchamp College	S13 - Science Room	34.85
Beauchamp College	S14 - Science Room Large Presentation Room (upstairs)	49.20
Beauchamp College	S15 - Science Room Presentation Room (upstairs)	34.85
Beauchamp College	S16 - Science Room (upstairs)	34.85
Beauchamp College	S5 - Science Room	26.65
Beauchamp College	SB1	41.00
Beauchamp College	Senior Pitch 1 - Changing Rooms	59.45
Beauchamp College	Silent Study Area in Exams block	41.00
Beauchamp College	Social Sciences Room	41.00
Beauchamp College	S/Sciences Room (upstairs)	26.65
Beauchamp College	SSR - Science Seminar Room	28.20
Beauchamp College	Training Room - Cruickshank	36.90
Beauchamp College	Training Room - Wilson	49.20
Beauchamp College	TX1 - Textiles Room	49.20
Brocks Hill Primary School	9 X 9 Grass Pitch	30.75

Brocks Hill Primary School	Classroom	41.00
Brocks Hill Primary School	grass training grid	17.45
Brocks Hill Primary School	Main Hall	37.95
Brocks Hill Primary School	Package 1 hourly Rate (2 hours minimum)	102.50
Brocks Hill Primary School	Package 3 hourly Rate (2 hours minimum)	75.35
Brocks Hill Primary School	Small Hall	37.95
Broom Leys Primary School	Cedars Dining Area	51.25
Broom Leys Primary School	Main Hall	37.95
Broom Leys Primary School	Multi Use Games Area	28.70
Broom Leys Primary School	Package 1 hourly Rate (2 hours minimum)	102.50
Broom Leys Primary School	Package 3 hourly Rate (2 hours minimum)	75.35
Broom Leys Primary School	School Field/Pitch	30.75
Hallam Fields Primary School	Grass Pitch	28.70
Hallam Fields Primary School	Package 1 hourly Rate (2 hours minimum)	97.40
Hallam Fields Primary School	Package 3 (Minimum 2 Hours)	76.90
Hallam Fields Primary School	Primary School Main Hall	32.30
Highcliffe Primary Academy	Classroom	53.80
Highcliffe Primary Academy	Elmfield Hall	50.75
Highcliffe Primary Academy	Main Hall	50.75
Highcliffe Primary Academy	MUGA	37.30
Highcliffe Primary Academy	Package 1 hourly Rate (2 hours minimum)	102.50
Highcliffe Primary Academy	Package 2 - Swimming Pool	34.85
Highcliffe Primary Academy	Package 3 - Outdoor Play Area or Small MUGA Party	75.35
Humphrey Perkins School	Additional Equipment - Lighting	59.45
Humphrey Perkins School	Arts Theatre	49.20
Humphrey Perkins School	Board Room	0.00
Humphrey Perkins School	Bradgate Suite/Room 5	35.90
Humphrey Perkins School	Car Park	49.20
Humphrey Perkins School	Changing Room Boys Block	30.75
Humphrey Perkins School	Changing Room Girls Block	30.75
Humphrey Perkins School	Community Kitchen	35.90
Humphrey Perkins School	Community Lounge	32.80
Humphrey Perkins School	Dining Room	64.60
Humphrey Perkins School	Drama Theatre	46.15
Humphrey Perkins School	Grass Training Grid	17.45
Humphrey Perkins School	Humanities Room	41.00
Humphrey Perkins School	Main Hall	66.65
Humphrey Perkins School	Meeting Room (Downstairs)	35.90
Humphrey Perkins School	Meeting Rooms	28.20
Humphrey Perkins School	MUGA	35.90
Humphrey Perkins School	Outdoor Grass Pitch	59.45
Humphrey Perkins School	Outdoor Sports Courts	35.90
Humphrey Perkins School	Package 1 hourly Rate (4 hours minimum)	176.05

Humphrey Perkins School	Package 2 hourly Rate (4 hours minimum)	135.30
Humphrey Perkins School	Package 3 hourly Rate (4 hours minimum)	125.80
Humphrey Perkins School	Room	35.90
Humphrey Perkins School	Rugby Pitch	59.45
Humphrey Perkins School	Sports Hall	43.05
Humphrey Perkins School	Sports Hall Badminton Court [Sports Hall]	18.45
Humphrey Perkins School	Sundry Item - Lighting for function	59.45
Humphrey Perkins School	Sundry Item - Lone Booking	12.80
Humphrey Perkins School	Wellbeing Room	35.90
Humphrey Perkins School	Zephaniah Suite	35.90
Judgemeadow Community College	All Weather Pitch (Full)	100.45
Judgemeadow Community College	All Weather 1/3 3G Pitch	34.85
Judgemeadow Community College	Amphitheatre	56.40
Judgemeadow Community College	Auditorium	100.45
Judgemeadow Community College	Auditorium Stage/Drama Area only	38.45
Judgemeadow Community College	AWP Small MUGA	34.85
Judgemeadow Community College	Changing Room 1 - Technology Area Classroom	41.00
Judgemeadow Community College	Changing Room 2 - Technology Area Classroom	41.00
Judgemeadow Community College	Conference Room	35.90
Judgemeadow Community College	Dining-Panoramic Dining Only	21.00
Judgemeadow Community College	Dining Room and Caf��	90.20
Judgemeadow Community College	Drama Room (Upstairs)	52.30
Judgemeadow Community College	FDC Lounge	41.00
Judgemeadow Community College	Foyer	38.95
Judgemeadow Community College	General Classroom	41.00
Judgemeadow Community College	Grass Training Grid	17.45
Judgemeadow Community College	Gym/Dance Studio	35.90
Judgemeadow Community College	Hard Stand Play Area - Front of School	26.65
Judgemeadow Community College	ICT 2 (FO50)	49.20
Judgemeadow Community College	Kitchen (G037a) + Member of Staff	92.25
Judgemeadow Community College	Kitchen - Outside servery only	25.65
Judgemeadow Community College	Kitchen Servery Only	43.55
Judgemeadow Community College	Learning Resource Centre (GO4C, 4A and 4B)	41.00
Judgemeadow Community College	Outdoor Grass Pitch	59.45
Judgemeadow Community College	Outdoor Grass Pitch	34.85
Judgemeadow Community College	Outdoor Grass Pitch	30.75
Judgemeadow Community College	Outdoor Grass Pitch	19.50
Judgemeadow Community College	Outdoor Grass Pitch	17.45
Judgemeadow Community College	Package 1 hourly Rate (4 hours minimum)	284.45
Judgemeadow Community College	Package 2 hourly Rate (4 hours minimum)	224.75
Judgemeadow Community College	Package 3 hourly Rate (4 hours minimum)	212.70
Judgemeadow Community College	Package 4 hourly Rate (4 hours minimum)	94.30
Judgemeadow Community College	Package 5 hourly Rate (4 hours minimum)	132.25

Judgemeadow Community College	Sports Hall	43.05
Judgemeadow Community College	Badminton Court [Sports Hall]	18.45
Judgemeadow Community College	Sundry Item - Additional Staff Member - Alcohol on site	20.50
Judgemeadow Community College	Sundry Item - Additional Staff Member - Fire Ceremony	20.50
Judgemeadow Community College	Sundry Item - Lighting for function	59.45
Judgemeadow Community College	Sundry Item - Lone Booking	12.80
Judgemeadow Community College	Sundry Item - Microphones for Function	21.55
Judgemeadow Community College	Sundry Item - Printing Cost	0.00
Judgemeadow Community College	TN4	49.20
Judgemeadow Community College	TN5 (GO51)	49.20
Judgemeadow Community College	TN6	41.00
Judgemeadow Community College	Viewing Gallery Dining Space	31.80
Martin High School	Car Park	49.20
Martin High School	Changing Rooms	30.75
Martin High School	Changing Rooms (Sports Centre)	30.75
Martin High School	Dance Studio (Sports Centre)	35.90
Martin High School	Dining Area	64.60
Martin High School	Drama Space DO NOT USE	46.15
Martin High School	Foyer near the Main Hall	15.40
Martin High School	General Classroom	41.00
Martin High School	Grass Training Grid	17.45
Martin High School	Gym/Sports Hall	37.95
Martin High School	Main Hall	66.65
Martin High School	Meeting Rooms	35.90
Martin High School	MUGA Court	35.90
Martin High School	Music and Recording Studio	49.20
Martin High School	Outdoor Grass Pitch	59.45
Martin High School	Outside Seated Area	26.65
Martin High School	Package 1 hourly Rate (4 hours minimum)	119.40
Martin High School	Package 2 hourly Rate (4 hours minimum)	84.30
Martin High School	Post 16 Area	49.20
Martin High School	Specialised Classroom	49.20
Martin High School	Sports block classroom	41.00
Martin High School	Sports block dance studio	25.65
Martin High School	Sports Hall (Full)	43.05
Martin High School	Badminton court [Sports Hall (Full)]	18.45
Martin High School	Sundry Item - Lighting for function	59.45
Martin High School	Sundry Item - Lone Booking	12.80
Martin High School	Tea bar Servery	41.00
Riverside Primary School	Classroom	41.00
Riverside Primary School	grass training grid	17.45
Riverside Primary School	Lawn Hall	50.75
Riverside Primary School	Outdoor Grass Pitch	19.50

Riverside Primary School	Package 1 hourly Rate (2 hours minimum)	102.50
Riverside Primary School	Package 3 hourly Rate (2 hours minimum)	75.35
Riverside Primary School	Package 4 - Wellness Centre (2 hours minimum)	81.00
Riverside Primary School	Riverside Orchard Hall	50.75
Riverside Primary School	Wellness Centre	50.75
Sir Jonathan North Girls' College	BROG - Space	9.00
Sir Jonathan North Girls' College	Community Lounge	32.80
Sir Jonathan North Girls' College	Dining Hall and Atrium	79.95
Sir Jonathan North Girls' College	Drama Studio	46.15
Sir Jonathan North Girls' College	Food Room	49.20
Sir Jonathan North Girls' College	General Classroom 1	41.00
Sir Jonathan North Girls' College	General Classroom 2	41.00
Sir Jonathan North Girls' College	Little Hitters - Space	8.20
Sir Jonathan North Girls' College	Main Hall	66.65
Sir Jonathan North Girls' College	Netball Court	31.80
Sir Jonathan North Girls' College	Outdoor Grass - Pitch 1	59.45
Sir Jonathan North Girls' College	Outdoor Seated Area and Access to Toilets	41.00
Sir Jonathan North Girls' College	Package 1 hourly Rate (4 hours minimum)	144.80
Sir Jonathan North Girls' College	Package 2 hourly Rate (4 hours minimum)	84.30
Sir Jonathan North Girls' College	Sports Hall	43.05
Sir Jonathan North Girls' College	Tennis Ball/Adult/YA - Space	12.80
Sir Jonathan North Girls' College	Tennis Centre - Court	24.60
Sir Jonathan North Girls' College	Tennis Centre - Dance Studio	32.80
Sir Jonathan North Girls' College	Tennis Centre - Meeting Room/Kitchen	35.90
Sir Jonathan North Girls' College	Trampoline Centre	46.15
The Castle Rock School	1 x Pool Lane	20.25
The Castle Rock School	2nd Lifeguard RLSS	22.55
The Castle Rock School	2 x Pool Lane	20.25
The Castle Rock School	Astroturf Pitch (Full)	77.90
The Castle Rock School	Astroturf Pitch 1/3 [Astroturf Pitch (Full)]	35.90
The Castle Rock School	ATP Half Pitch	41.00
The Castle Rock School	Bletchley Hard Court	28.30
The Castle Rock School	Bletchley Music Room	38.95
The Castle Rock School	External STA Course	76.90
The Castle Rock School	Harley Theatre	119.40
The Castle Rock School	Hockey Match - Whole Pitch	81.00
The Castle Rock School	Level 2 Swim Teacher	25.65
The Castle Rock School	Lifeguard RLSS	22.55
The Castle Rock School	Pool Watch at Forest Way	19.00
The Castle Rock School	Private - Space	28.70
The Castle Rock School	Sports Hall (Bletchley)	43.05
The Castle Rock School	Sports Hall (Stratford)	43.05
The Castle Rock School	Stage - Space	10.75

The Castle Rock School	Swimming Pool	70.75
The Castle Rock School	Swimming Pool - Commercial Rate	81.00
The Castle Rock School	The Drama Studio	52.30
The Castle Rock School	The Main Assembly Hall	66.65
The Castle Rock School	Training Course Room	41.00
The Cedars Academy	All Weather Pitch (Full)	100.45
The Cedars Academy	AWP 1/4 Pitch [All Weather Pitch (Full)]	34.85
The Cedars Academy	Auditorium Stage/Drama Area only	0.00
The Cedars Academy	Car Park (Front)	49.20
The Cedars Academy	Car Park (Rear)	49.20
The Cedars Academy	Curriculum Support Centre Room	35.90
The Cedars Academy	Drama Studio	52.30
The Cedars Academy	External seating under canopy (The Cedars)	26.65
The Cedars Academy	Foyer/dining space lower main hall	38.95
The Cedars Academy	Foyer- Lower Main Hall	19.50
The Cedars Academy	Foyer Near Main Hall - Access	15.40
The Cedars Academy	grass training grid	17.45
The Cedars Academy	Kitchen (Lower Hall)	92.25
The Cedars Academy	Kitchen PTC	41.00
The Cedars Academy	Little Kitchen (PTC1) Tea bar	41.00
The Cedars Academy	Lower Hall - Half hall - Rehearsal space	33.30
The Cedars Academy	Lower Main Hall	66.65
The Cedars Academy	Lower main hall changing room	8.70
The Cedars Academy	Lower Outdoor Grass Pitch 1 (full 11 v11)	59.45
The Cedars Academy	Lower Outdoor Grass Pitch 2 (youth 11v11)	59.45
The Cedars Academy	Lower Outdoor Grass Pitch 3 (9v9)	30.75
The Cedars Academy	Lower Outdoor Grass Pitch 4 (7v7)	19.50
The Cedars Academy	Lower Outdoor Grass Pitch 5 (5v5)	17.45
The Cedars Academy	Lower Sports Hall	37.95
The Cedars Academy	Microphones for Function	21.55
The Cedars Academy	Music Room	38.95
The Cedars Academy	Netball Courts	31.80
The Cedars Academy	Package 1 hourly Rate (4 hours minimum)	176.55
The Cedars Academy	Package 2 hourly Rate (4 hours minimum)	119.95
The Cedars Academy	Package 3 hourly Rate (4 hours minimum)	93.50
The Cedars Academy	Package 4 hourly Rate (4 hours minimum)	197.85
The Cedars Academy	Package 5 (Minimum 4 hours) PTC, Small Kitchen, PT1 and Foyer/Dining	90.20
The Cedars Academy	Palmer Tomkinson Theatre	66.65
The Cedars Academy	PT1	41.00
The Cedars Academy	PTC ICT Room	49.20
The Cedars Academy	PTC Changing Rooms	30.75
The Cedars Academy	PTC Drama room used as a Changing Room 5	8.70

The Cedars Academy	PTC External Amphitheatre	35.90
The Cedars Academy	PTC Foyer	38.95
The Cedars Academy	PTC Green Room	41.00
The Cedars Academy	PTC Studio 2	41.00
The Cedars Academy	Sundry Item - Additional Staff Member - Alcohol on site	20.50
The Cedars Academy	Sundry Item - Additional Staff Member - Fire Ceremony	20.50
The Cedars Academy	Sundry Item - Lone booking	12.80
The Cedars Academy	Sundry Item - Microphones for Function	21.55
The Cedars Academy	Sundry Item: Stage Lighting for Function	59.45
The Cedars Academy	Sundry Item - Staging and Seating Set up (Retractable)	30.75
The Cedars Academy	Sundry Item - Technician	35.90
The Cedars Academy	Upper Sports Hall	43.05
The Cedars Academy	Wanlip Lane Grass Pitch 1 (full 11 v11)	59.45
The Newbridge School	All Weather Pitch 9V9	54.35
The Newbridge School	All Weather Pitch (Full)	121.75
The Newbridge School	All Weather Pitch 1/3 [All Weather Pitch (Full)]	34.85
The Newbridge School	Classroom 2	41.00
The Newbridge School	Classroom BE10	41.00
The Newbridge School	Grass Pitch - Line Marking	179.40
The Newbridge School	Main Hall	66.65
The Newbridge School	Multi Purpose Room	49.20
The Newbridge School	Multi Use Games Area - Outdoor	28.30
The Newbridge School	Music Room	49.20
The Newbridge School	Outdoor Grass Pitch - 11 v 11	59.45
The Newbridge School	Outdoor Grass Pitch - Junior	30.75
The Newbridge School	Small Hall and Community Lounge	26.90
The Newbridge School	Sports Hall	43.05
The Newbridge School	Badminton Court [Sports Hall]	18.45