

**PATHFINDER  
SCHOOLS**  
Inspiring greatness

# Lettings Policy

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4	12/01/2022	Peter Leaver-CFO	

# Lettings Policy

## Introduction

It is the policy of Pathfinder Schools (the Trust) to allow the buildings and grounds to be privately hired when they are not required for own use.

The aim of the lettings policy is to generate income for the education of students and to enable the provision of community facilities, which benefit students and their families.

The Trust and those with delegated responsibilities for its premises will ensure that the hiring out of any premises never interferes with the Trusts primary purpose of providing education for its pupils.

This policy aims to provide a mechanism which enables the Trust to hire out facilities in a way that is safe, within current legislation and following current government guidelines.

## Definitions

Hirer – The person or organisation entering into the contract with the Trust

User – Those people making use of the premises hired under a letting agreement between the academy and the hirer

Block booking – If facilities are let for a series of regular sessions, they are classified as an exempt supply and will not be subject to VAT providing the following conditions are met:

- At least 10 sessions must be booked at the same time.
- The interval between each session must not be more than 14 days.
- The let must be paid for as a whole.
- The person/club to whom the facilities are let has exclusive use of them during the sessions.

## Responsibilities

The Trust will:

- provide this document and the Trust's Policy for Health and Safety to the hirer, prior to the letting, who must sign to confirm that they have read and accepted terms and conditions.
- review safeguarding policies of hirers to ensure appropriate measures are in place to promote the safety of children and vulnerable adults. This may include undertaking short inspections during lettings to assure itself that safeguarding practices are being followed in a consistent and compliant manner. The outcome of such reviews will be recorded and retained in line with Trust data retention protocols. Any concerns raised during reviews which have not been resolved to the satisfaction of the Trust may result in the cancellation of future booking and suspension from making further bookings.

- ensure that lone working procedures are in place to cover the person unlocking/locking up the facilities and other support activities if applicable. The Lone Working Policy for the Trust covers this in more detail and is available upon request.
- identify the booked room/area, ensuring that it is open and ready for use at the beginning of the session.
- agree a system to facilitate communication with Trust staff if and when needed.
- provide access to appropriate whole Trust policies including Health & Safety, Safeguarding and Child Protection, Accident/Incident Reporting and Equality and Diversity Policy.
- consider all applications providing that hirers adhere to and are able to comply fully with the terms and conditions set out in this policy and any documents referred to herein.
- acquaint the hirer with all emergency and evacuation procedures, including the location of fire alarms, extinguishers and exits
- reserve the right to have a member of the Trust staff present throughout the letting and to terminate any event that that is not properly conducted.
- use discretion on the use of outdoor pitches. Bookings are accepted only on the basis that they may be cancelled at any time if the pitches are unsuitable for play.
- ensure that the hirer has in place a third party insurance policy with a limit of liability of £1,000,000 and that evidence has been provided.
- ensure that regular hirers complete a new booking form each 12 months.
- honour the agreement made between themselves and the hirer
- ensure all bookings are made through Site Staff and/or Sports Centre. Unless in exceptional circumstances, a minimum of two weeks notice is required for any booking.
- ensure that Trust facilities are not hired by anyone under the age of 18 years of age.
- reserve the right to refuse to hire premises to any groups or organisations where it is considered that aims of the group or organisation, are not consistent with the aims or policies of the Trust.
- cancel any hiring if in its opinion the organisation for which the premises are hired has unacceptable policies, regardless of the stated reason for the hiring of the premises. In such an event the Trust shall incur no liability to the hirer whatsoever
- reserve the right to refuse permission for any booking request which it believes to be an unsuitable event to be held on its premises
- not accept responsibility for damage caused to vehicles whilst the owners are on the academy site. Parking is available at the owners own risk.

## Charging

The rates for hiring out different types of Trust premises are detailed in Annex 2. Where appropriate the Trust reserves the right to impose an additional cleaning fee on top of the standard hiring rates, this is at the discretion of the Trust.

The Trust reserves the right to review hiring charges on an annual basis and charge its own rates based on those prepared by North Northamptonshire Council (previously Northamptonshire County Council (NCC) (Annex 2.) These charges relate to the use of the facilities of all Trust assets less Montsaye Community Sports Centre which holds a separate set of charges and lettings protocol relating to the use of the sports facilities.

Where charges for the Sports Centre are not covered as part of Montsaye Community Sports Centre charging rates Sports Centre Directors will use their discretion.

The Trust reserves the right in exceptional circumstances to decide that certain organisations or activities can use the premises for a reduced rate, or free of charge, if it supports the core aims of the Trust. For Academy Facilities this discretion is delegated to Local Governing Bodies, however all costs must be covered and the Trust may not incur any costs as a consequence.

- Locations will ask for a non - returnable deposit of 25% when any booking is made.
- Locations will raise an invoice one week before the letting takes place and payment will be expected by return.

The full terms and conditions of any letting are contained within the academy Lettings Agreement document (attached to policy) which also contains a booking form and the prevailing charging rates. A fully completed agreement forms the basis of the contract between the Trust and the hirer.

## Cancellations

The Trust reserves the right to cancel any booking within a minimum of one week notice, with the exception of cancellations that arise as the consequence of a coronavirus or other public health related reason, including any local lockdown and/or confirmed/suspected incident requiring additional cleaning measures or temporary closure of facilities.

Confirmation of any cancellation will be made via telephone in the first instance, with email/letter being used as a backup method only where the hirer has not been contactable via the telephone.

A full refund will be issued if we do cancel a hire, however the Trust shall not be liable for any indirect or consequential losses, including (without limitation) any loss of profits, loss of business or the loss of any revenue arising out of the cancellation of any hire.

## Review

The revenue raised from hiring out Trust premises will be reviewed by the location Business Manager and will be fed into financial reporting, to ensure best value is achieved. The Trust CFO will be responsible for whole Trust oversight.

### **Booking process**

Those wishing to hire premises should fill out the application form available in Annex 3 of this policy, and read the terms and conditions of hire set out in Annex 1.

The hirer should fill out and sign the hire request form and submit it to the school/location office. If the request is approved, we will contact the hirer with details of how to submit payment and make arrangements for the date and time in question.

The Trust will also send on details of the emergency evacuation procedures and other relevant health and safety documents. The hirer will also need to provide proof of its public liability insurance.

We reserve the right to decline any applications at our absolute discretion, in particular where the organisation does not uphold the values of the Trust, reputational damage may occur, or the activity does not adhere to the latest government safety advice.

### **Terms and conditions of hire**

Terms and conditions of hire as outlined in Annex 1 and within the entirety of this document must be adhered to in the hiring of Trust premises. Any breach of these terms will result in the cancellation of future hires without refund.

### **Safeguarding**

Pathfinder Schools is dedicated to ensuring the safeguarding of its pupils and children at all times. It is a requirement of hire that hirers abide by the Trusts' requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the hire being terminated.

It is the responsibility of the hirers to ensure that appropriate safeguarding measures are in place while hiring out the space. If there is a chance that those hiring the premises will come into contact with pupils, for example if the hire occurs during school hours, or when pupils may be present in the school (during after school clubs or extra-curricular activities), we will ask for confirmation that the hirers have had the appropriate level of DBS check.

The hirer will be required to have appropriate safeguarding policies in place, including safeguarding and child protection, and shall provide copies of these policies on request to the Trust. The Trust will undertake monitoring visits to assure itself that Safeguarding policies and procedures are adhered to.

The hirer confirms that, should any safeguarding concerns present themselves during the hire they shall contact the appropriate individual within their organisation and the Trust's representative as soon as reasonably practicable.

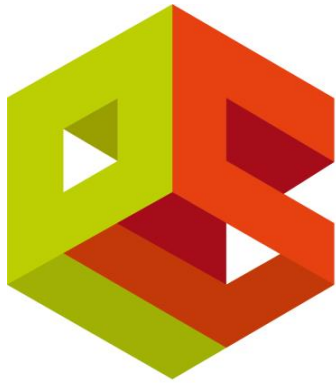
### **Monitoring arrangements**

The Trust will review and update this policy when the guidance on which it is based changes or when this version of the policy otherwise stops being applicable, such as where COVID-19 is no longer a risk.



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## **LETTINGS AGREEMENT**



# PATHFINDER SCHOOLS

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### **HIRER AGREEMENT**

#### General terms and conditions of hire and indemnity for the use of Trust Facilities

- The terms and conditions referred to apply to both the private hire of facilities and to hire by affiliated groups.
- The hirer should complete the standard enclosed form as confirmation of agreement to terms and conditions set by the Trust.
- The hirer will provide evidence of safeguarding policies and practice when the letting involves the supervision of children and/or vulnerable adults. This is to be provided before any letting is agreed.
- The hirer accepts that the Trust reserves the right to undertake a monitoring visit during the period of the letting to confirm safeguarding policies and practices are being complied with. It should be noted that where it is deemed by the Trust representative that this is not the case, the letting will be terminated immediately and no refund will be made for any letting fee.
- Insurance can be arranged through the Trust. Any request for insurance must be made at the time of booking. A charge will be made by the Trust for this service. (Annex 3)
- The hirer will indemnify the Trust for any claims arising from accidents, whether fatal or otherwise, to any employee of the academy, any member of the public or third party, caused as a result of the hiring.
- The period of hire for which the facilities are booked include the setting up prior to, and the cleaning up after the **letting**.
- Cars may only be parked on the designated hard standing areas of the site. The Trust will not accept any responsibility for loss or damage to the property of any persons arising out of the use of its car parks.
- The Trust will not accept any responsibility for any property, or personal possessions brought onto the site by the hirer, or any member of the public, or third party as a result of the hiring.
- The hirer will be responsible for maintaining good order throughout the period of the letting. If the Trust believes that good order is not being maintained, a member of Trust staff will intervene to terminate the booking if necessary. In the



event that good order cannot be restored the Trust staff may use whatever means necessary, including the assistance of the police, to terminate the letting and clear the premises.

- The hirer will be responsible for any copyright for performances or use of music under the terms and conditions required by the Performing Rights Society and Phonographic Performance Ltd.

### **Specific Terms and Conditions for the use of Trust assets**

- A non - returnable deposit of 25% of the hire charge is required with booking form (Annex 1).
- An invoice will be issued one week before the letting takes place and payment will be expected by return. Failure to settle the account by the due date can invalidate the letting agreement and mean the letting is terminated with immediate effect
- All payments should be made to the school facilitating the letting. Trust charges are shown in the attached document (Annex 2)
- The hirer shall occupy only the part(s) of the premises agreed upon as a non-exclusive licensee and no relationship of landlord and tenant is created between the hirer and the Trust by this booking.
- The hirer shall not sub-licence any of the premises under the booking.
- The hirer shall not use the premises for any purpose other than that agreed upon in the licence, as set out in the hire form (Annex 4).
- Any additional uses of the premises not agreed in writing by the Trust will result in the immediate termination of the booking and may result in the cancellation of future bookings.
- The Trust shall retain control, possession and management of the premises and the hirer has no right to exclude the Trust or its staff from the premises.
- The hirer shall not conduct, nor permit or suffer any other person to conduct, any illegal or immoral act on the premises, nor any act that may invalidate any insurance policy taken out by the Trust in relation to the premises. Use of the premises ending after 10.00pm must be agreed at the time of booking and will incur additional charges in line with the charging schedule in Annex 2.
- Cancellation of bookings must be notified to the Trust at least 48hrs prior to the booking, cancellations with less than 48hrs notice will not be refunded.
- Cancellation of a regular weekly booking must be notified to the Trust before 10am on the day, cancellations outside of this will not be refunded.
- Cancellation of block bookings must be given four weeks in advance, cancellations with less than a terms notice will not be refunded.
- If one week of a block booking is cancelled then no refund will be provided for this and the Trust must be notified by 10am on the day.

- The Trust operates a no smoking policy in all areas. Smoke detectors are fitted in classrooms and corridors
- No preparations or adhesive materials may be applied to walls, ceilings floors or to any fabric of the school buildings. No fixings for the purposes of attaching notices, decorations, or other items may be used on any part of the premises. Decorations may be used only after having obtained permission from an appropriate member of Trust staff.
- If the hirer breaches any of the terms and conditions the Trust reserves the right to terminate the booking and retain any fees already paid to the Trust, without affecting any other right or remedy available to the Trust under the booking or otherwise.
- The hirer will acquire all appropriate additional licences for any activities they are running, including those required for use of any third party intellectual property.
- The hirer is responsible for carrying out any risk assessments of the premises relating to the activities it is running. This includes a risk assessment for COVID-19.
- The hirer shall comply with all applicable laws and regulations relating to its use of the premises.
- The hirer and the individuals participating are responsible for adhering to the latest government guidelines on COVID-19 and social distancing at all times.
- The Trust's Lettings Policy and Procedure, the relevant hire request form submitted by the hirer and the relevant hire confirmation letter issued by the Trust shall apply to and are incorporated in the booking
- This agreement shall be governed, construed and interpreted in accordance with the laws of England and Wales.
- The Trust and the hirer irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising from this licence.
- All tickets for functions must be sold before the function takes place. The Trust does not permit the sale of tickets on the door
- No barbecues or fires are permitted in any area of the grounds
- Trust equipment may be used by prior agreement and at the discretion of the Trust. An additional charge will be made for the hire of equipment
- No animals, with the exception of guide or assistance animals are allowed on the premises
- The premises are not licensed for the use of alcohol. No alcohol or illegal substances are allowed to be brought onto, or consumed, on the site
- The Trust does not allow the use of confetti in any part of the grounds or building
- All facilities used will be left in a clean tidy state after the letting has ended. All furniture will be returned to the locations set at the time the booking commences.

Any complaints must be made in writing to the Business Manager/Bursar of the relevant booking location.

**In hiring the facilities of Pathfinder Schools the hirer can expect the following:**

- A member of staff on site throughout the letting to provide assistance and information as necessary
- Polite, courteous helpful staff
- The building to be opened on time
- The building to be clean and tidy
- All prearranged equipment to be available and ready for use
- Disabled user access
- A safe building with regularly maintained fire equipment, alarms and electrical equipment
- A member of staff to lock the building when the letting has finished
- Access to a complaints procedure

**In hiring the facilities of Pathfinder Schools we expect the following of the hirer:**

- To be cooperative, helpful and polite
- To respect staff and others members of the public
- To cooperate with unavoidable alterations to the bookings owing to emergencies or necessary maintenance
- To respect all furniture and equipment used including the fabric of the building
- To conform to Health & Hygiene regulations in the preparation and serving of food
- To adhere to all Health & Safety requirements including the reporting of accidents
- To adhere to the Trust's no smoking policy
- To report any acts of vandalism, breakages or damage. The hirer is responsible to the Trust for the cost of repair or replacement of any property or equipment belonging to the Trust which is damaged or destroyed during or in connection with the occupation of our premises.
- To have in place an insurance policy with a liability limit of £1,000,000
- Not to bring their own electrical equipment on site without the permission of the appropriate member of staff. In addition to permission being granted all appliances must be PAT tested and evidence of testing must be provided.

## Annex 1: Pathfinder Schools Hiring Charges

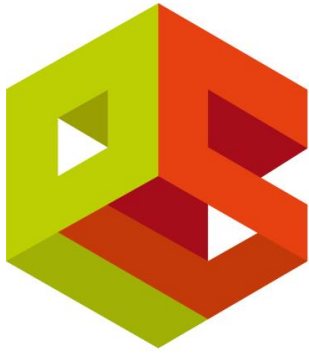
Monday to Friday	1 Hour Finishing		2 Hours Finishing		3 Hours Finishing		4 Hours Finishing	
	Before 10:00p m	After 10:00p m	Before 10:00p m	After 10:00p m	Before 10:00p m	After 10:00p m	Before 10:00p m	After 10:00p m
1 Classroom or Office or Toilet	13.00	33.00	16.00	36.00	19.00	39.00	22.00	42.00
2 Classrooms or Offices or Toilets	15.00	35.00	18.00	38.00	21.00	41.00	24.00	44.00
3 Classrooms or Offices or Toilets	17.00	37.00	20.00	40.00	23.00	43.00	26.00	46.00
4 Classrooms or Offices or Toilets	19.00	39.00	22.00	42.00	25.00	45.00	28.00	48.00
1 Hall, Gym or Craftroom	16.00	36.00	28.00	48.00	40.00	60.00	52.00	72.00
1 Hall, Gym or Craftroom and 1 Classroom	18.00	38.00	30.00	50.00	42.00	62.00	54.00	74.00
1 Hall, Gym or Craftroom and 2 Classroom	20.00	40.00	32.00	53.00	44.00	64.00	56.00	76.00
1 Hall, Gym or Craftroom and 3 Classroom	22.00	42.00	34.00	54.00	46.00	66.00	58.00	86.00
2 Halls, Gyms or Craftrooms	21.00	41.00	33.00	53.00	45.00	65.00	57.00	77.00
1 Extra Large Hall	19.00	39.00	33.00	53.00	47.00	67.00	61.00	81.00
1 Extra Large Hall and 1 Hall	27.00	47.00	46.00	66.00	65.00	85.00	84.00	104.00
1 Extra Large Hall and 1 Classroom	23.00	43.00	40.00	60.00	57.00	75.00	74.00	94.00
Monday to Friday	5 Hours Finishing		6 Hours Finishing		7 Hours Finishing		8 Hours Finishing	
	Before 10:00p m	After 10:00p m	Before 10:00p m	After 10:00p m	Before 10:00p m	After 10:00p m	Before 10:00p m	After 10:00p m
1 Classroom or Office or Toilet	25.00	45.00	28.00	48.00	31.00	51.00	34.00	54.00
2 Classrooms or Offices or Toilets	27.00	47.00	30.00	50.00	33.00	53.00	36.00	56.00
3 Classrooms or Offices or Toilets	29.00	49.00	32.00	52.00	35.00	55.00	38.00	58.00
4 Classrooms or Offices or Toilets	31.00	51.00	34.00	54.00	37.00	57.00	40.00	60.00
1 Hall, Gym or Craftroom	56.00	76.00	68.00	88.00	80.00	100.00	92.00	112.00
1 Hall, Gym or Craftroom and 1 Classroom	58.00	78.00	70.00	90.00	82.00	102.00	94.00	114.00
1 Hall, Gym or Craftroom and 2 Classroom	60.00	80.00	72.00	92.00	84.00	104.00	96.00	116.00
1 Hall, Gym or Craftroom and 3 Classroom	62.00	82.00	74.00	94.00	86.00	106.00	98.00	118.00
2 Halls, Gyms or Craftrooms	69.00	89.00	81.00	101.00	93.00	119.00	105.00	125.00
1 Extra Large Hall	75.00	95.00	89.00	109.00	103.00	123.00	117.00	137.00
1 Extra Large Hall and 1 Hall	103.00	123.00	122.00	142.00	141.00	161.00	160.00	180.00
1 Extra Large Hall and 1 Classroom	91.00	111.00	108.00	128.00	125.00	145.00	142.00	162.00

## Annex 1: Pathfinder Schools Hiring Charges

Saturday	1 Hour Finishing		2 Hours Finishing		3 Hours Finishing		4 Hours Finishing	
	Before 10:00p m	After 10:00p m	Before 10:00p m	After 10:00p m	Before 10:00p m	After 10:00p m	Before 10:00p m	After 10:00p m
1 Classroom or Office or Toilet	20.00	40.00	32.00	53.00	44.00	64.00	56.00	76.00
2 Classrooms or Offices or Toilets	22.00	42.00	34.00	54.00	46.00	66.00	58.00	78.00
3 Classrooms or Offices or Toilets	24.00	44.00	36.00	56.00	48.00	68.00	60.00	80.00
4 Classrooms or Offices or Toilets	25.00	45.00	38.00	58.00	50.00	70.00	62.00	82.00
1 Hall, Gym or Craftroom	23.00	43.00	35.00	55.00	47.00	67.00	59.00	79.00
1 Hall, Gym or Craftroom and 1 Classroom	25.00	45.00	37.00	57.00	49.00	69.00	61.00	81.00
1 Hall, Gym or Craftroom and 2 Classroom	27.00	47.00	39.00	59.00	51.00	71.00	63.00	83.00
1 Hall, Gym or Craftroom and 3 Classroom	29.00	49.00	41.00	61.00	53.00	73.00	65.00	85.00
2 Halls, Gyms or Craftrooms	28.00	48.00	40.00	60.00	52.00	72.00	64.00	84.00
1 Extra Large Hall	26.00	46.00	38.00	58.00	50.00	70.00	62.00	82.00
1 Extra Large Hall and 1 Hall	48.00	68.00	60.00	80.00	72.00	92.00	94.00	114.00
1 Extra Large Hall and 1 Classroom	34.00	54.00	46.00	66.00	58.00	78.00	70.00	90.00
Saturday	5 Hours Finishing		6 Hours Finishing		7 Hours Finishing		8 Hours Finishing	
	Before 10:00p m	After 10:00p m	Before 10:00p m	After 10:00p m	Before 10:00p m	After 10:00p m	Before 10:00p m	After 10:00p m
1 Classroom or Office or Toilet	68.00	88.00	80.00	100.00	92.00	112.00	104.00	124.00
2 Classrooms or Offices or Toilets	70.00	90.00	82.00	102.00	94.00	114.00	106.00	126.00
3 Classrooms or Offices or Toilets	72.00	92.00	84.00	104.00	96.00	116.00	108.00	128.00
4 Classrooms or Offices or Toilets	74.00	94.00	86.00	106.00	98.00	118.00	110.00	130.00
1 Hall, Gym or Craftroom	71.00	91.00	83.00	103.00	95.00	115.00	107.00	127.00
1 Hall, Gym or Craftroom and 1 Classroom	73.00	93.00	85.00	105.00	97.00	117.00	109.00	129.00
1 Hall, Gym or Craftroom and 2 Classroom	75.00	95.00	87.00	107.00	99.00	119.00	111.00	131.00
1 Hall, Gym or Craftroom and 3 Classroom	77.00	97.00	89.00	109.00	101.00	121.00	113.00	133.00
2 Halls, Gyms or Craftrooms	76.00	96.00	88.00	108.00	100.00	120.00	112.00	132.00
1 Extra Large Hall	74.00	94.00	86.00	106.00	98.00	118.00	110.00	130.00
1 Extra Large Hall and 1 Hall	106.00	126.00	118.00	138.00	130.00	150.00	142.00	162.00
1 Extra Large Hall and 1 Classroom	72.00	92.00	84.00	104.00	96.00	116.00	108.00	128.00

## Annex 1: Pathfinder Schools Hiring Charges

Sunday	1 Hour Finishing	2 Hours Finishing	3 Hours Finishing	4 Hours Finishing
	Before & After 10:00pm	Before & After 10:00pm	Before & After 10:00pm	Before & After 10:00pm
1 Classroom or Office or Toilet	35.00	47.00	59.00	61.00
2 Classrooms or Offices or Toilets	37.00	49.00	61.00	63.00
3 Classrooms or Offices or Toilets	39.00	51.00	63.00	65.00
4 Classrooms or Offices or Toilets	41.00	53.00	65.00	67.00
1 Hall, Gym or Craftroom	39.00	51.00	63.00	75.00
1 Hall, Gym or Craftroom and 1 Classroom	41.00	53.00	65.00	77.00
1 Hall, Gym or Craftroom and 2 Classroom	43.00	55.00	67.00	79.00
1 Hall, Gym or Craftroom and 3 Classroom	45.00	57.00	69.00	81.00
2 Halls, Gyms or Craftrooms	49.00	61.00	73.00	85.00
1 Extra Large Hall	43.00	55.00	67.00	79.00
1 Extra Large Hall and 1 Hall	63.00	75.00	87.00	99.00
1 Extra Large Hall and 1 Classroom	55.00	67.00	79.00	91.00
Sunday	5 Hours Finishing	6 Hours Finishing	7 Hours Finishing	8 Hours Finishing
	Before & After 10:00pm	Before & After 10:00pm	Before & After 10:00pm	Before & After 10:00pm
1 Classroom or Office or Toilet	73.00	85.00	97.00	109.00
2 Classrooms or Offices or Toilets	75.00	87.00	99.00	111.00
3 Classrooms or Offices or Toilets	77.00	89.00	101.00	113.00
4 Classrooms or Offices or Toilets	79.00	91.00	103.00	115.00
1 Hall, Gym or Craftroom	87.00	99.00	111.00	123.00
1 Hall, Gym or Craftroom and 1 Classroom	89.00	101.00	113.00	125.00
1 Hall, Gym or Craftroom and 2 Classroom	91.00	103.00	115.00	127.00
1 Hall, Gym or Craftroom and 3 Classroom	93.00	105.00	117.00	129.00
2 Halls, Gyms or Craftrooms	97.00	109.00	121.00	133.00
1 Extra Large Hall	91.00	103.00	115.00	127.00
1 Extra Large Hall and 1 Hall	111.00	123.00	135.00	147.00
1 Extra Large Hall and 1 Classroom	103.00	115.00	127.00	139.00



# PATHFINDER SCHOOLS

Inspiring greatness

## THIRD PARTY INSURANCE - LIMIT OF INDEMNITY £1M

Name of Group.....

Name of Hirer.....

Address of Hirer..... Post Code.....

Contact telephone number.....

Date of Hire From..... to.....

Name and Address of Establishment Hired.....

..... Post Code.....

1. Estimated total attendance.....

2. Details of activity (Give brief details).....

3. Details of any catering arrangements (if any).....

4. Is the car park to be used? YES/NO

5. Will you be making a charge for parking facilities? YES/NO

6. Estimated number of vehicles attending.....

(NOTE Liability arising out of use or possession of vehicles is not covered)

7. Has any claim been made against you in respect of liability? YES/NO - If yes please give details

.....

8. Has any committee member or voluntary helper been injured in connection with a similar event? YES/NO - If yes please give details

.....

Have you ever been refused liability insurance? YES/NO

**Declaration**

Please check your proposal carefully before signing the declaration below. I/We declare that the above answers are true to the best of my/our knowledge and belief and that all material factors affecting the assessment of the risk have been disclosed.

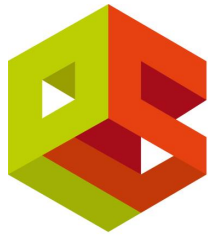
I/We agree that this proposal is for insurance in the standard terms and conditions of the insurer's policy and shall be the basis of the contract.

Proposer's signature .....

Print Name.....

Date.....





**PATHFINDER  
SCHOOLS**  
Inspiring greatness

**APPLICATION FOR THE PRIVATE HIRE OF EDUCATION PREMISES**

**FACILITIES REQUIRED:** (tick appropriate)

Before filling out an application form, please familiarise yourself with our terms and conditions for the hire of our premises and our rates of hire, If you have any questions, please contact the Trust representative appropriate to the booking.

- Extra large Hall (over 300 sq. meters).....
- Hall ..... (state number)
- Gym ..... (state number)
- Craft room(s) ..... (state number)
- Classrooms(s) ..... (state number)
- Outdoor grounds ..... (state number)
- Changing accommodation only ..... (state number)

Insert quoted price with reference to the charging table in Annex 2 *These charges are subject to annual review (1<sup>st</sup> August)*

£.....

Please complete the below table in block letters:

Name of applicant/organisation and company number (where applicable)	
Name and address	

account/invoice to be sent to	
Applicant contact details	Address:  Phone no: Email address:
Preferred method of contact	
Purpose/activity of booking	
Date and time of first hire	
Is this a recurring request, or one off? If recurring, indicate the frequency and number of occurrences (e.g. weekly, 10 weeks)	
Number of expected participants in the activity <b>Please note:</b> these numbers must adhere to latest government guidance on social distancing and must not exceed room capacity.	
Additional equipment you will require from the Trust (please note we may not always be	

able to provide this but will inform you where this is/is not possible)	
Additional equipment you will be providing yourself	
Confirmation and details of the safeguarding and child protection arrangements you have in place (please include your Safeguarding and Child Protection Policy as an attachment to this booking form	

Regular hirers are asked to confirm to Pathfinder Schools, towards the end of their hiring, the last day on which they require the facility.

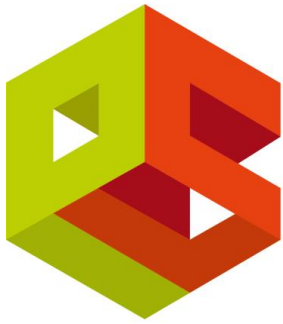
Charge quoted £ .....**N.B.** *These charges are subject to annual review (1<sup>st</sup> August)*

I am aware of the current Hire Charges and hereby undertake to be responsible to Pathfinder Schools for the cost incurred. I further undertake to ensure that the general regulations of the Trust affecting the use of educational premises are complied with *(see overleaf)*.

I have received, and read, the Trust's statement of emergency procedures.

Signed .....

Date.....



# PATHFINDER SCHOOLS

Inspiring greatness

**Declaration-Do not detach from booking form**

**I wish to apply to hire the facilities at Pathfinder Schools and by signing below accept all terms and conditions as stated above and on the booking form. I also agree to indemnify the Trust in the manner stated in the said conditions.**

**Signed.....Date.....**

**Print Name.....**

Please retain one copy of this form and return the other, signed, to a member of staff at the location of the hiring.

## Hire/Booking acknowledgment letter template-Annex 5

**(School/location headed paper to be used)**

### **Confirmation of booking template letter**

Dear [contact name]

Thank you for submitting your hire application form to us.

We're pleased to confirm the area you've requested is available on the date(s) and time(s) of your request and we'd be happy to grant a non-exclusive licence to you to use the area for the purpose set out in your request form, subject to the [enclosed terms and conditions/terms and conditions already provided to you].

Based on the length of time and area requested, the full amount for the hire will be [insert amount, and where relevant, explain that this includes an additional cleaning fee].

You can pay us by [insert payment method(s) and details here].

A 25% of booking fee deposit is payable by [insert date]

We request the remainder of the payment for the fee by [insert date]. We'll also require you to submit to us proof of your public liability insurance, in addition to information regarding your Safeguarding and Child Protection procedures, including your policy.

We've provided with this confirmation details of emergency evacuation procedures in the event of a fire/similar emergency. Please make sure you're familiar with these before the date of hire.

You can contact [named contact and details] with any questions about hiring the premises.

Kind regards,

[staff member]