



Lettings Application Form

Facilities available to let/hire.

All facilities have access to a choice of two car parks. The site has secure fencing and key access. All buildings with the exception of the hall have access suitable for people with a disability. The top car park has disability parking.

Flip charts, whiteboards and basic stationery can be added to all rooms on request.

Room	Facilities	Maximum capacity	Please note
Activity Room	<ul style="list-style-type: none"> -Open kitchen with stair gated access. -Kitchen comprises of (cooker, double sinks, fridge, kettle, toaster, large preparation services and a range of crockery) -Foldable tables and stackable chairs (child height) for 24 -Large flat screen TV with HDMI connectivity -Hearing loop system -Access to child height toilets -Access to adult toilet with disabled access facilities. 	35	Further foldable conference seating is available on request.
Dining Hall	<ul style="list-style-type: none"> -Open Dining hall -Tables and chairs (child height) for 90 -Toilets for both adults and children -Direct access to car parking -Direct access to the school field through double doors -A small kitchen sink -Secure buzzer-controlled access to the main entrance doors 	70	There is an open plan kitchen. This must not be used under any circumstances due to compliance with food hygiene and safety regulations.
Conference Room	<ul style="list-style-type: none"> -Conference seating for 12 -Access to tea and coffee making facilities. -Large conference TV on moveable trolley -Access to child height toilets -Access to adult toilet with disabled access facilities. 	12-20	Further foldable conference seating is available on request.

Hall	<ul style="list-style-type: none"> -5 large conference tables -8 foldable rectangular tables -Event seating for 70 -staging -Projector and large screen -sound system -piano -Wooden flooring throughout 	60	
Classroom	<ul style="list-style-type: none"> -Projector and Smart board -Access to toilet with disabled access facilities -Adult height tables and seating for 35 -Separate entrance door directly off the car park. 	35 teaching space 60 seated	This is carpeted throughout.
Field	<ul style="list-style-type: none"> -Secure perimeter fencing -Direct access to car parking -Access to the dining hall and toilet facilities -Part sloping site -Magnificent views of Riber Castle and the surrounding valley 	200-300	This is part sloping allowing views across the valley

Letting Fees

Term Time 9.00-4.00	School holidays and Weekends 9.00-5.00	Evenings 5.00-10.00	Opening and Closing fee (for weekends and evening 10.00).
£8.00 per hour Or £20.00 for a morning (9.00- 12.00)or afternoon (1.00-4.00)	£10.00 per hour Or £25.00 for a morning (9.00- 12.00)or afternoon (1.00-4.00) Please note the field can be included outside of school use at no additional cost.	£10.00 per hour Please note the field can be included outside of school use at no additional cost	£25.00

Letting application schedule

To the Governors of Castle View Primary School

I apply for the use of the following facilities:

Lettings schedule											
Date or Period From/To	Repeated (if applicable)	Hire Purpose	Time		Facilities (please tick/cross as appropriate)						
			From	To	Activity Room	Dining Hall	Conference Room	Hall	Classroom	Field	Arrangements opening and closing if needed (pls indicate times)
Any additional notes/exceptions:											

Name and address of organisation.	
Your Name:	Position:
Signature:	Date:

Agreed cost:	
Name and telephone contact for person responsible during the letting:	
Billing Contact:	
Telephone:	Email:

I personally undertake:-

1. To pay the letting charge including VAT if applicable.
2. To agree to abide by the terms and conditions (PTO).
3. To return this form no less than 14 days prior to the date of the requested letting.

Please return completed form to: **School Business Manager, Castle View Primary School, School Road, Matlock. Derbyshire. DE4 3DS**

FOR OFFICE USE ONLY			
Letting Approved:	Invoice date sent:	Number:	Amount:

Terms and Conditions

The Hirer shall

1. Agree to provide appropriate insurance for the purpose agreed.
2. Be responsible for supervision of the premises it's fabric and contents.
3. Cover the cost of repair or of any damage done to any part of the property and grounds.
4. Be responsible for the behaviour of all persons using the premises whatever their capacity, including and ensuring proper supervision of car-parking arrangements so as to avoid obstruction of the Highway or any playgrounds.
5. shall comply with all conditions and regulations made in respect Health and Safety and Fire Safety on of the premises.
6. be responsible for obtaining appropriate licenses: performing rights and the sale of alcohol (only with prior agreement of the Headteacher)
7. To obtain any necessary permission from the owners of copyright in musical, dramatic, literary and other works as required by the Copyright Act 1956, and to indemnify the School in respect of any infringements of such copyright.
8. To ensure that no gambling or any other objectionable conduct or unlawful activities take place on the premises.
9. To provide evidence 14 days before the letting starts of documentation to verify all licences, risk assessments and public liability insurance. Public liability insurance must be to at least £5 million.
10. To agree to abide by other regulations as directed from time to time by the Governors.
11. **Shall not** use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way.
12. The Hirer agrees and undertakes to indemnify the Governing Body against all losses claims demands actions proceedings damages costs or expenses or other liability arising in any way from this agreement or any breach of any of the obligations on the part of the Hirer.

Conditions of use

13. Ensure that the buildings and site are only used for the purpose agreed.
14. No more than the number of persons stated in the lettings schedule shall be allowed to use the premises at any one time.
15. All waste must be removed by the hirer.
16. The premises primary use is the education of pupils. All hirers must be mindful of this and must ensure that the premises are returned to the school in an acceptable way so that education can resume immediately.
17. If the hiring includes the use of the activity room kitchen, the Hirer shall comply with such conditions as the Governing Body may prescribe at the time of the hiring.
18. **AT THE END:** of the hiring, the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Governing Body will be at liberty to make an additional charge

Cancelation

19. **IF THE HIRER:** wishes to cancel the booking before the date of the event and the Governing Body is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be in the discretion of the Governing Body.
20. **THE GOVERNING BODY RESERVES:** the right to cancel this hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or bye election or Parents Evening and Open Evening, in which case the Hirer shall be entitled to a refund of any deposit already paid.
21. **IN THE EVENT:** of the Hall or any part thereof being rendered unfit for the use for which it has been hired the Governing Body shall not be liable to the Hirer for any resulting loss or damage whatsoever.