



Lettings Application Form

All facilities have access to a choice of two car parks. The site has secure fencing, access control as well as key access. All buildings have wheelchair access. The School Road car park has disabled parking and accessible parking can be arranged from the Lynholmes rise entrance. Flip charts, whiteboards and basic stationery can be added to all rooms on request at an additional cost.

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 wireless and HDMI connectivity (by arrangement)-Access to child height toilets-Access to adult toilet with disabled access and baby changing 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-Access control entry/exit	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	
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 	250	Please be aware that the bottom of the field where the tunnels and mounds are has been re-wilded, as such nettles and thistles may have regrown during school closure periods.

Letting Fees –

Term Time* 09:00-17:00	School holidays 09:00-17:00	Evenings 17:00-22:00	Opening and Closing fee – weekends and evenings.
£15.00 per hour or £75.00 a day	£75 per day or £350 per week	£20.00 per hour	£80.00*
<p>*Our availability during term time is limited and is subject to safeguarding criteria being met.</p>	<p>Block booking discount of £50 per week applies for bookings of 4 weeks or more.</p>	<p>Please note the field can be included outside of school use at no additional cost</p>	<p>*Weekend opening and closing is carried out by Riber Security and this price is subject to any increases that arise.</p>

Letting application form

To the Governors of Castle View Primary School.

I on behalf ofapply for the **use of the following facilities:**

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

Name and address of organisation.	
Your Name:	Position:
Signature:	Date:
Agreed cost/s:	
Name and telephone contact for person responsible during the letting:	
Billing Contact:	
Telephone:	Email:

I personally undertake:-

1. To pay the letting charge .
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: Emma Askew, School Business Manager by email to admin@castleview.derbyshire.sch.uk

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

Terms and Conditions

The Hirer shall

1. Agree to provide proof of appropriate insurance for the purpose agreed.
2. Be responsible for supervision of the premises it's fabric and contents.
3. Arrange and cover the cost of repair or of any damage done to any part of the property and grounds before School re-opens to pupils.
4. Be responsible for the behaviour of all persons using the premises whatever their capacity, including and ensuring proper supervision of car-parking arrangements to avoid obstruction of the Highway.
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 (only with prior agreement of the Headteacher) the sale of alcohol
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 no less than 14 days before the letting starts of documentation to verify all licences, risk assessments and public liability insurance. Public liability cover should be a minimum of £10 million.
10. To agree to abide by other regulations as directed from time to time by the Headteacher.
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 School against all losses, claims, demands, actions, proceedings, damages, costs or expenses or any 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 on the authorised booking form.
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 School 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 School will be at liberty to make an additional charge

19. For holiday clubs or periods where no school staff are available, the Hirer will be required to attend a pre-hire walk round of site where photos/videos will be used to ascertain the condition of site before hire, and a handover meeting back to School staff at the end of the booking.

Cancellation

19. If the Hirer wishes to cancel the booking before the date of the event and the School is unable to secure a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Headteacher.
20. The Headteacher reserves the right to cancel this hiring in full or part in the event of school being required for use as a Polling Station for a Parliamentary or Local Government election or by- 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 site or any part thereof being rendered unfit for the use for which it has been hired the School shall not be liable to the Hirer for any resulting loss or damage whatsoever.

Keyholding

In certain circumstances the Headteacher may agree to the Hirer having an agreed set of keys to open and close at their convenience within the hire period. In this instance the Hirer must pay a deposit of £300 for the key/s which must be paid before the key/s are signed out and will be returned when a satisfactory site inspection has been completed and all keys returned.