

**Please complete and return the
application form and retain the lettings
policy for reference**

Thank you

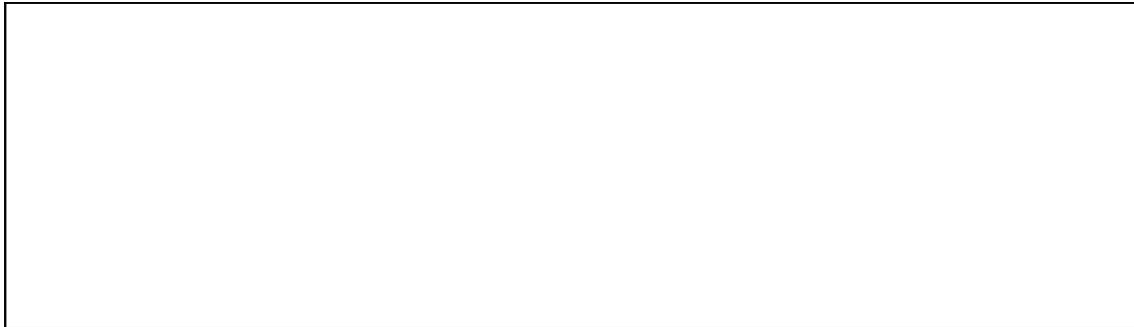
**From the 1st January 2009, certain bookings will be required to carry out
a risk assessment before their booking can take place.
For more information please contact the school.**

HAVEN HIGH TECHNOLOGY COLLEGE

APPLICATION FOR USE OF SCHOOL PREMISES

- Please note that this application will not be a valid document until all parties have completed the relevant sections and have signed at the end. At this point all parties will retain a copy for reference.
- The guidance contained within this document should be read and forms part of this agreement.
- Requests for changes from either party must be notified in writing
- All application and requests for changes should be sent to **Claire Gratton**, Haven High Technology College, Marian Road, Boston, Lincs. PE21 9HB

1. CONTACT DETAILS OF HIRING PARTY				
NAME OF GROUP				
MAIN CONTACT NAME				
MAIN ACTIVITIES OF GROUP				
ADDRESS				
TELEPHONE				
2. FACILITIES REQUIRED FOR HIRING				
Room / Space Required	Purpose of Hiring	Day / Date	Time of Hire Required	Regular / One off Booking
EQUIPMENT / RESOURCES REQUIRED (Please state eg; OHP, Flipchart etc)				



I _____ agree that I will abide by the restrictions described in the premises licence for Haven High Technology College. I also accept that responsibility for those people attending my event is mine and not the responsibility of Haven High Technology College or its staff. I agree to pay a deposit which will only be returned to me after my event, if those facilities and resources used are returned in the same condition they were provided to me. I understand that prior to the return of the deposit, an inspection may be carried out by Haven High Technology College staff and I can be present.

I _____ agree to cease the playing of music, live or recorded by midnight, and that my guests leave the premises quietly before 1am. I also understand that there is a noise limiter fitted to the main hall and that I will ensure anyone providing music for my event is made aware of this.

I _____ agree to ensure guests at my event smoke only in the designated area outside the building.

I _____ agree to use those suppliers of alcohol as approved by the Designated Premises Supervisor (Mrs Kimberley Albelda). I understand that permission for the supply of alcohol might be withheld if it is felt it breaches the premises licence. I also agree to ensure that any alcohol consumed is not taken outside the building.

I _____ understand that I will be charged a cleaning fee based on the number of people attending my letting.

Small letting (less than 80 people and 1 or 2 rooms used)= £35

Mid letting (between 80 and 100 people and up to 2 areas used)= £50

Large letting (over 100 people and 2 or more areas used)= £70

These cleaning charges are to enable us to return the spaces used to a clean condition for school use following a letting. Should there need to be any additional cleaning such as carpets or re-polishing of floors, this will be taken from the security deposit.

I hereby agree to abide by the regulations as stated in **Haven High Technology Colleges** Lettings Policy and Premises Licence.

Name:

Signature:

Date:

FOR SCHOOL USE ONLY

Approved on behalf of **HHTC** by:

Name:

Signature:

Date:

Copies to:

Steve Chester

Claire Gration

The Hiring Party

Technical Staff

HAVEN HIGH TECHNOLOGY COLLEGE

LETTINGS POLICY

Aim

To offer the college and its facilities as accessible to the community whilst at the same time ensuring that a quality educational environment is maintained at all times

Terms and Conditions

Haven High Technology College is a Full Service Extended School.

As such, it offers the premises for hire to approved applicants for educational, social and recreational purposes.

The hiring is subject to availability of the premises and the priority use is as follows:

- 1) Any special event / activities organised by the college.
- 2) Adult education and youth centres
- 3) Community groups
- 4) Other users

All applications, correspondence and matters concerning hire should be made through the FSES Administrator Claire Gration, at Haven High Technology College.

The hirer shall be the person who signs the application form and will be responsible for the payment for the hiring and will be present / or nominate a named representative throughout the duration of the hiring, ensuring that the conditions of hire are observed.

The college reserves the right to cancel any hiring, or where possible offer alternative accommodation. In the event of a hiring being cancelled as a result of unforeseen circumstances, the hire charges will be refunded to the hirer. However, HHTC or the colleges governing body will be not be liable to pay compensation for any sustained loss as a result of the cancellation.

HHTC, through their officials, reserves the right to enter the premises at all times.

The hirer will be allowed to hire accommodation throughout the year with the exception of all bank holidays

The hirer will be responsible for the maintenance of good order during the hiring and for any loss or damage suffered by the college including, but not limited to, damage to the premises

and other property of HHTC during the time the premises is hired, whether by persons attending the premises or by vehicles used by such persons. The hirer agrees to pay the cost of reinstatement or repairs certified by or on behalf of HHTC for any damage detailed above, subject to the terms of the insurance policy taken out as part of the hiring charge.

The insurance policy does not provide cover for either meetings or rallies organised or held by political parties or professional entertainment promotions. In the event that the premises are let for either of the above activities, it will be necessary for the hirer to obtain their own public liability cover, which must include a property clause extension. A copy of the hirer's public liability will need to be provided to HHTC for approval prior to acceptance of the letting.

HHTC shall not be responsible for any damages to, or loss (including theft) of any property or goods brought, deposited or left on the premises. The hirer must make their own insurance arrangements to cover such items.

The hirer shall indemnify the college and their officers for all actions, costs, claims, damages, penalties, expenses and demands arising out of or in any way connected to the letting. In addition, any incident, loss, theft of, or any damage to property or injury to any person sustained as a consequence of the letting subject to the terms of the insurance policy taken out as part of the hiring charge.

The following are not permitted:

- No bolts, nails or tacks etc shall be driven into any part of the hired premises or furniture thereof.
- No wax or powder preparation shall be used on any floor except those used as part of the normal cleaning process.
- Inflammable materials or articles of an explosive nature.
- No animals shall be allowed on school premises without permission of the FSES Administrator.
- Any alteration, addition or variation to lighting or other electrical installation (except by prior permission of the site representative), heating fixtures or other arrangements of the hired premises.
- Butane or calor gas canisters and articles, which are dangerous or offensive, are **NOT** to be brought onto the premises.
- No furniture or kitchen apparatus or appliances may be delivered to the hired premises on behalf of the hirer or unloaded, placed in position and removed by the hirer or person employed by him/her for such purposes unless with the written agreement of the site representative.
- Alcohol should only be provided by someone authorised by Kimberley Albelda the Designated Premises Supervisor

If permission is granted:

- The hirer must submit to the FSES Administrator the names and addresses of at least two stewards who have been nominated by them to attend the function and be responsible for the conduct of those present.
- Educational premises may not be used for cinematographic exhibitions, public music and dancing, boxing, wrestling, stage play or any other purpose for which a license may be required. HHTC has a premises licence which permits some of these activities, but the hirer must confirm his event is covered before advertising of said event.
- No person shall be given any exhibition, demonstration or performance of hypnotism on any living person at or in connections with an entertainment on education premises.
- The hirer shall vacate the premises by the agreed time on the application form and shall leave the premises in the same conditions as they were found and make a payment to cover cleaning costs as set out in the contract.
- The hirer must ensure that their articles and property are removed by 12 midnight on the day of the hire if the school is to be used the next day, or at a time agreed with the FSES Administrator. Any instructions given by the site representative in connection with the above must be observed.
- The seating accommodation provided is limited to the number of chairs and tables, the property of the school, that are on premises on the day of hire. Further provision may be made by the hirer at his/her own expense, subject to approval by the FSES Administrator.
- The hirer shall not use the premises, or permit them to be used for gaming or wagering other lawful game carried out at an entertainment promoted for raising money to be applied for purposes other than private gain and complying with the provisions of the Gaming Act 1968.
- School offices, including the Executive Headteacher's and staff rooms are not available for hiring.
- School furniture (other than the chairs and tables for use in halls) shall not be moved except by arrangement.
- The hirer shall not, during his/her occupancy of the premises infringe any subsisting copyright or performing right and will be required to indemnify HHTC against all sums of money which HHTC may have to pay for any infringement of copyright or performing right occurring during the period of hiring.
- If stage lights and spotlights are required, it must be clearly stated on the application form. Any operation of the spotlights and dimmers must be carried out by a competent person approved by the FSES Administrator.

- All charges must be paid in full no later than 5 days prior to the function. No booking will be accepted later than 5 days prior to the date required. Site representatives are not permitted to accept payment either in cash or any other form for hire of education premises. A deposit will be taken upon booking to confirm the date.
- Hirers will be allowed to cancel or postpone bookings provided a minimum of 5 days notice is given in writing to HHTC though insufficient notice will be charged to the hirer.
- The unhired part of the premises will be locked off.
- Approval is needed for any entertainment that will be given by the hirer. This should be negotiated with the FSES Administrator.
- If the hirer commits a breach of any of these regulations during a hiring, HHTC reserves the right to terminate the hiring immediately and to refuse any further application from his/her for the hiring of HHTC.

Health and Safety

As from the 1st January 2009 certain bookings will be required to carry out their own risk assessment before the event can take place. Please contact the hirer for more information.

- The hirer shall have public liability insurance with a minimum indemnity of £2, 000000 for each and every claim and shall agree to indemnify the school against any claim other than that arising out of the negligence of the school. The Hirer, if requested, shall produce evidence of insurance prior to the event.
- Access into areas, and use of equipment, not booked is in contravention of the Colleges Health and Safety Policy, and will lead to withdrawal of facilities
- Any equipment, electrical or otherwise brought into the premises by the hirer must be restricted to those items referred to on the booking form and agreed by the school. All electrical equipment must be portable appliance tested (PAT) and the school will require evidence of this
- Specialist areas will only be let to groups which children attend who can provide evidence of suitable qualifications
- The group is responsible for providing its own first aid kit and trained staff.
- The sale of any food and drink on school premises must comply with food hygiene regulations and where necessary proof of Food Hygiene qualifications will be required

- High-risk areas (Technology rooms, sports areas, science laboratories etc) will only be let once the user group leader has consulted with the school Health and Safety manager / facility and a nominated teacher from that department.
- For the purposes of the hired activity, a named responsible adult (aged 18 or over) must accept responsibility for the supervision for all persons invited to enter the facility for the period of the letting.

Fire Procedures

- In the unlikely event of a fire, the evacuation procedure must be followed (Which will be explained before the booking) and the site manager/ nominated person notified.
- All groups must keep a register of who is on the premises at all times
- Please ensure that a nominated adult is the group's fire marshal and is aware of all fire exits and the fire procedure.

• **Anti Social Behaviour**

- Whilst on school premises, should you suffer any incidents of anti social behaviour from non group members, the procedure is as follows:
- Non urgent incidents such as non welcome visitors who have now left the premises ring the community police officer, on 01205 366222
- Ongoing incidents that prove to be a continuous threat should be reported to Boston Police on 01205 366222
- For emergencies such as witnessing acts of violence, please call 999
- Whilst any group is on site using school facilities, the Site manager/ FSES Assistant Head teacher will be available to advise you on any course of action relating to anti social behaviour.