

## LETTINGS POLICY

1. Hirers must obtain a copy of the LETTINGS APPLICATION FORM from the office.
2. The management committee will decide on the approval of the letting and make the necessary staff arrangements.
3. The terms and conditions of hire must be adhered to.

### **Guidelines:**

1. Applicants must complete a Lettings Application Form and Transfer of Control Agreement and return to school office prior to booking.
2. Hire rates are itemised on page 2 of this document. Increases in rates will be necessary from time to time and prior notice will be given of any increases.
3. Bookings can be made for a minimum of 1 hour and additional hours must be in increments of 30min.
4. Additional charges will be made for use of rooms in addition to those booked.
5. All regular hirers must hold a public liability insurance certificate, which must be produced with the application and a copy must be kept on file. Insurance can be arranged for one off bookings through Bristol City Council for a small fee.  
**NO BOOKING WILL BE ACCEPTED WITHOUT PUBLIC LIABILITY INSURANCE.**
6. Any resources or equipment provided by the hirer may only be used by agreement with the management committee or their agent.
7. The area used must be left in the same condition as at the commencement of the hiring period and any damages must be reported immediately.
8. Cars / bikes and personal property left in the vicinity are the responsibility of the owner. The studio or school cannot accept liability for personal property.
9. In case of Fire or other emergency the hirer must
  - Evacuate the building as per the notices displayed
  - Dial 999 and call the Emergency services as appropriate
  - Telephone Karen Haines on 0795 051 6729

# WILLOW ARTS STUDIO

## GENERAL INFORMATION

- **NO SMOKING OR LIGHTING OF MATCHES IS ALLOWED ON SCHOOL PREMISES**
- Equipment and furniture will be made available as requested when booking.
- Any chairs or equipment brought into the premises must be approved by the manager before it is allowed into dance studio
- Any chairs or equipment that is used must be returned to their original position.
- The centre welcomes children but an adult must supervise them at all times.
- The hirer must comply with any legislation in force at the time of letting. If the letting is for any play or entertainment for children, it is the responsibility of the hirer to station a sufficient number of adults to prevent more children being admitted than can safely be accommodated.
- The hirer shall bear in mind that the centre is in a residential area. Please ensure that no noise is made outside and the volume in the centre is kept to a reasonable level.
- No alcohol is allowed on the premises without prior consent.
- No food or drink whatsoever in the Dance Studio
- **The management reserves the right to cancel any hiring where necessary. Any fees paid may be refunded or an alternative date offered, except in the case of misconduct.**
- Hirers must keep within their allotted time and should vacate the premises promptly. If a session runs over or if the key holder is delayed in locking up, the hirer will be charged for the next half an hour.
- An entertainments licence (if appropriate) and numbers attending will be needed when known, but **before** the event.
- **Any cancellations must be made at least 48 hours in advance of the letting or the full charge will be payable.**

## Hire Rates

Room Hired	Hourly Rate	Reduced 8 or more hours per week
Dance Studio or School Hall Weekday	£17.50	£15.00
Community Room	£12.50	£10.00
Weekend and Bank Holiday Bookings * Minimum of 2 Hrs	£20.00	£17.50

Please note that hire fees include caretaking, heating and lighting. Hirers MUST vacate the hall/studio at the end of their allocated time.

# WILLOW ARTS STUDIO

## Terms and Conditions of Hire:-

### Functions:-

- The management committee must approve all lettings.
- All prospective hirers must complete and sign a **Lettings form** and must produce a **Public Liability Insurance Certificate**. Failure to do so could lead to cancellation.
- The hirer must personally sign the lettings form and transfer of control agreement form and may not assign or sub-let the premises.

### Extra charges may be made for:-

- Additional cleaning costs
- Cost of repairs to the building as a result of misuse of the facilities
- Additional time at the hourly rate.
- Storage of equipment.
- A £50 charge for cleaning will be added if marks are left on the floor of the dance studio.

### Conditions of premises:-

There is no guarantee as to the fitness, suitability or condition of the premises at the beginning of a letting.

Every effort will be made to ensure that the premises are in a reasonable condition.

### Compliance with conditions:-

Failure by the hirer to comply with the conditions of hire, whether intentional or not, may be deemed to be a just cause for the immediate cancellation of any letting.

### Responsibility of the hirer:-

1. The hirer shall, during the period of the hire, be responsible for:-
  - a. Supervision of the premises and all persons using the building.
  - b. Damage, thefts, or changes of any sort, to contents and building.
2. The hirer shall be responsible for any third party insurance claims. Equipment brought into the building is not covered and is the hirer's responsibility.
3. All hirers must provide evidence of public liability insurance.
4. Chalk, resin or polishing materials must not be used on the dance floor.
5. The hirer shall not, in any of the activities, discriminate on the grounds of race, gender, sexual orientation, age, disability, marital status, religion or political beliefs.
6. The booked time includes preparation and cleaning up by the hirer.
7. The hirer is responsible for leaving the rooms in the state in which they were found.
8. The hirer is responsible for the supervision of car parking so as to avoid obstruction.
9. The centre does not provide first aid facilities for the hirer.
10. The centre does not provide access to a telephone during the letting.
11. No bikes/scooters or other wheeled items to be brought inside the building.
12. At the end of the letting, any external doors, windows etc. **MUST** be closed to secure the building. Any access to the premises by unauthorised personnel will be deemed the responsibility of the hirer and may be charged for.
13. Payment must be made at the time of the booking or 14 days following receipt of monthly invoice for regular bookings. Failure to make payment against invoice within the terms will cause for the immediate cancellation of any future lettings.

WILLOW ARTS STUDIO  
c/o St Werburghs Primary School  
James Street,  
St. Werburghs,  
Bristol BS2 9US  
Tel: 0117 903 1466  
Fax: 0117 903 1463  
email:stwerburghsp@bristol-schools.uk

# LETTINGS APPLICATION FORM

Name of Premises: - Willow Arts Studio/St Werburgh's Primary School						
Facilities Required	Details of hire <i>eg Yoga, Pilates, Dance .....</i>	Day of Week	Dates Required		Times Required	
			From	To	From	To
School Hall						
Dance Studio						

Name of Applicant:-..... Tel No:-.....

Email address: .....

Address:-.....  
.....

Name of Organisation.....

**I personally agree to be responsible for the fees charged and paid timely in respect of this letting and I agree to abide by the terms and conditions of hire as set out in the policy document.**

Signature of applicant:.....

Date.....

I recommend that this application is: approved / not approved Comments:..... Signed:..... Date.....	Date caretaker informed..... Caretaker on active duty for duration of the letting: NO Comments:..... Date.....
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**Reviewed Dec 2015  
To be Reviewed Dec 2016**