West Green Primary School

Lettings Policy

Reviewed on:	Feb 2026
Next Review:	Feb 2027
Staff Responsibility	Premila Seecharam
Governor responsibility	FGB Committee
Signed by Chair	*Ameila Griffiths*

Safeguarding Statement

At West Green Primary School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at West Green Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

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APPLICATION FOR HIRING SCHOOL PREMISES

To be completed by the person aged 18 or over who will be responsible for payment and indemnity as per the Lettings Policy.

Important: This application must be submitted to the School Business Manager at least 14 calendar days before the proposed date of use.

1. Organisation / Individual Applying

Name of Organisation / Applicant: _____

2. Person Responsible for Payment

Full Name: _____

Address: _____

Postcode: _____ Email:

_____

Daytime Tel: _____ Evening / Mobile Tel:

_____

3. Contact Person (if different from above)

Full Name: _____

Address: _____

Postcode: _____ Email:

_____

Daytime Tel: _____ Evening / Mobile Tel:

_____

4. Nature / Purpose of Event

Please describe the meeting or event: _____

Day(s) of week requested:
Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday ☐

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5. Accommodation Required

Room Required	Start Date	End Date	Time (From)	Time (To)

Additional Information

Will refreshments be served? Yes / No

Expected number of attendees: Adults ____ Children ____

Any special requirements (e.g.	Other	tables	chairs
Number			

Details of any Electrical Equipment to be brought

Booking times must allow sufficient time for preparation and clearing away before and after the event.

Terms & Conditions

- The hirer agrees to abide by the School's Lettings Policy.
- Full payment must be made prior to the event.
- The hirer accepts responsibility for any damage caused during the hire period.
- The hirer indemnifies the school against any claims arising from the use of premises.

GDPR Compliance

Personal data provided in this form will be used solely for the purpose of processing your application and managing the hire agreement, in accordance with GDPR regulations.

Relevant Qualifications of Supervising Adults

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Where applicable have all supervising staff had a DBS check carried out? When? Whom? (please enclose copies)

Will refreshments be served? Yes ☐ No ☐

Will alcohol be consumed? Yes ☐ No ☐

If yes, will the alcohol be served or sold? Served ☐ Sold ☐

If permitted by the School, the relevant licence must be obtained for all events that will involve the sale of alcohol, gambling and public entertainment.

The Governing Body does not provide any warranty that the Premises, facilities and equipment provided are suitable for the intended purpose of the hire. The Hirer is required to satisfy themselves that their requirements are met and the facilities are fit for purpose.

- Public liability insurance is required
- Alcohol licence is required
- DBS in regards to type of letting

Declaration

I Confirm that I have read and agreed to the terms and conditions of Hire and accept responsibility for payment and indemnity. I confirm that I am over the age of 18.
Signed (Hirer): _____

Full name: _____

Date: _____

You will be sent confirmation of whether this application has been accepted or rejected by post of email. No letting will be regarded as booked until the deposit and booking fee is received in full and the Hire Agreement has been signed by the Hirer and the School.

Please return for to: Premila Seecharam (School Business Manager) at the school office or via email to sbm@westgreen.haringey.sch.uk

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Conditions of Hire

1. Conditions of Hire

1.1 Terms & References

"The Owners" means the Governors of West Green Primary School and the Agent means the Administrative staff of the School, including the Premises Manager.

"The Hirer" means the person(s) signing the application form and in addition any organisation for whom they have stated in such form to be acting. The liability under the hiring agreement of such person and such organisation shall be joint and several.

1.2 Conditions of Hire

- Not more than the number of persons in the acceptance of application form or stipulated in the acceptance shall be allowed in the School premises at any one time. (see Section 6 of Hire Agreement)
- Use of the School premises or the relevant part thereof and entry thereto is limited to the purposes and times stated on the application form and no Sub-letting is permitted.
- The Hirer is responsible for and shall indemnify the Owners against all damage to the School premises or equipment occurring during or in relation to the hiring or while persons are entering or leaving the school premises pursuant to the hire, however and by whosoever caused.
- The Owners shall not be responsible for any loss or damage to any property arising out of the hiring nor for any loss, damage or injury which may be suffered by or done or happen by any person using the School premises during or in relation to the hiring arising from any cause whatsoever or any loss due to any breakdown of machinery, failure of supply of electricity or gas, leakage of water, fire, government restriction, requirement of the local Education authority or act of God which may cause the premises to temporarily close for the hiring to be interrupted or cancelled. The Hirer shall indemnify the Owners against any claim which may arise out of the hiring or which may be made by any person reporting to the School premises during or in relation to the hiring in respect of any such loss, damage or injury, but a formal written report should be made to the Owners within 24 hours.
- The right to remain on the School premises at any time during the hiring is reserved to the Owners and the Agent and any police officer.
- The Hirer must secure the preservation of order at all times, and take all reasonable steps to prevent injury, loss or damage to any person or property, on all occasions on which the premises are being used by virtue of such permission. The hirer must arrange for an

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adequate number of responsible stewards to be present throughout the period of hire to assist in the preservation of order.

- No bolts, nails, screws, bits, pins, spikes or other objects shall be driven into the fabric or furnishings of any part of the School premises.
- The Hirer shall at the expiration of the hiring leave the School premises in a clean and orderly state. Where equipment and furniture had been provided, the Hirer will ensure that these are in like condition and in position as found.
- The Hirer shall ensure all property brought into the premises for the purposes of the hiring are removed before the expiration of the hiring, The Owners shall not be responsible for any property left behind and reserve the right to levy a charge whilst it is on the premises or dispose of it.
- No slogans, advertisements, flags, emblem or decorations shall be attached to the outside of the School premises whether affixed to the same or freestanding.
- The Hirer shall remove any slogan, advertisements, flag, emblem or decoration displayed inside the School premises if in the opinion of the Agent it shall be unlawful, unseemly or libellous or expose the premises to an undue risk or fire or is likely to lead to a disturbance or breach of the peace.
- No exits may be blocked or chairs or obstructions placed in corridors or fire appliances removed or tampered with. The Hirer shall ensure that users of the premises are aware of evacuation procedures and of the locations of emergency exits and fire-fighting equipment.
- No lights or other electrical apparatus shall be connected to the school electrical supply without prior permission. On permission being granted the Hirer should ensure that all are properly insulated and fused and electrical plugs and sockets shall not be overloaded.
- Cars can only be parked on site with prior arrangement. They must be parked in the spaces indicated and should be parked only for the duration of hire.
- The Hirer is responsible for observing regulations attached to any music and dancing licence and any theatrical productions.
- No alcohol may be consumed on the premises without prior permission from the Owners. All legal requirements regarding the sale and consumption of alcoholic liquor and the performing of plays and the exhibition of cinematography shall be observed and there shall be no infringement of any copyright subsisting under the Copyright Act of 1965. The Owners or the Agent must be furnished with proof that the provisions of the clause have been complied with 48 hours before the hiring. All legal requirements of Gaming and Lotteries legislation shall similarly be observed without infringement.
- All scenery and costume used for stage performances and the like must be fireproofed, in accordance with current legislation.

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- The Hirer shall make such provision for such insurance cover as the Owners or their Agent may require, and shall pay all premiums due thereunder, and produce the policy or policies of insurance 48 hours before the time of the hiring.
- Hall: In order to protect the floor, spiked shoes or stiletto heels must not be worn on the premises, and Hall/PE equipment is in any case not to be used unless an adult with recognised qualifications for the activity proposed is personally in charge at all times.
- The Hirers of the Hall or any other part of the School Premises should ensure that suitably qualified supervision is available and also the users of such facilities must ensure that changing areas, showers and adjacent corridors are kept clean. Additional specific conditions may apply to individual sports areas.

2. Hire Agreement

All bookings must be accompanied by a "Hiring Contract".

All bookings must be paid in full seven working days prior to first letting date. A deposit of 25% must be paid and should accompany all completed "Hiring Contract".

The owners (by themselves or the Agent) reserve the right to terminate with immediate effect any activity, entertainment or meeting which in their opinion is not properly conducted or which may infringe any of the provision hereof in particular any suspected disorder, damage, offence or illegality.

Cancellation by the Hirer should be in writing and the Hirer must give at least three weeks' notice.

The Owners reserve the right to ask for an additional but Refundable deposit for certain types of lettings.

The Owners reserve the right to change and/or alter at any time these conditions. Accepting of a hire slot and payment of deposits is deemed to be acceptance of these conditions.

3. Damage / Cleaning Deposit

Damage /Cleaning deposit of £350 per letting will be payable at the point of booking to cover the potential costs with cleaning or making repairs for damage caused during the hire period. The school reserves the right to retain the deposit should the hire agreement be breached.

4. Monitoring and Review

We are aware of the need to review the lettings policy regularly so that we can take account of new initiatives or changes in the law. This policy will be reviewed on a two year cycle.

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4. Safeguarding responsibilities in accordance with KCSIE 2025

The third party has appropriate safeguarding policies and procedures in place (they should inspect these as needed). There are arrangements in place to liaise with you about these where appropriate.

- Any transfer of control agreement (such as a lease or hire agreement) includes safeguarding requirements as a condition of using your school premises.
- States that you will terminate the agreement if they fail to comply with these.
- Hirers should have Local safeguarding procedures and contacts.
- Hirers need to provide a current DBS certificate.
- Hirer's can access the school's policies and procedures, via the website and speak to either the Headteacher or SBM.

Section 6: Schedule of Charges

NB: All charges are calculated by the hour and invoiced to the nearest quarter hour.

Venue	West Green Parent	Non West Green Parent
School Hall	£30	£40
Classroom	£30	£40
Playground with toilet facilities	£30	£40
School Kitchen	£100	£130
Site Manager cost	£28	£28
Cleaners weekend rate/unsociable hours (min 2 hours) per hour	£23	£23
Cleaners (min 2 hours)	£18	£20

Appendix 1: Hire of School Kitchen

- The hire of our catering facilities / school kitchen is made by special arrangement only.
- On hire of the school kitchen the hirer will be solely responsible for the health, safety and welfare of the kitchen users during the entire period of the hire and the food consumers. The owners accept no liability for personal injury or loss of life during the entire period of the hire or as a consequence of food consumption which is prepared in the kitchen.
- Prior to the hire date the owners will require a copy of certificated evidence that the hirer using the kitchen has at least a food hygiene certificate and that the certificated person will be responsible for the preparation and service of the food.
- The catering facilities should be left in a clean tidy condition (as it is found) with all surfaces disinfected and floors cleaned. Any catering equipment used should be cleaned after use, again left in the condition in which it is found.

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- There will be an additional charge for use of school cleaning materials (washing up liquid, disinfectant or cleaning agents – this will be calculated, billed separately and taken from the deposit balance at the end of the hire).

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Signatures

Hirer Details

Signature: _____

Printed Name: _____

Date: _____

School Representative Details

Signature: _____

Printed Name: _____

Date: _____

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West Green Primary School Guidance for the Premises Manager

Letting Date: _____

Arrival Time: _____ Departure Time:

_____

Name of Hirer: _____

Venue Hired: _____

Description of Hire: _____

Additional equipment requested and agreed: _____

Any special arrangements: _____

Notes for Premises Manager: Please complete the lettings checklist which you will need to go through with the hirer on arrival and again on departure. The lettings checklist is important because deposits will be reimbursed on the basis of this information. Work your way through the checklist ticking off all the elements as you discuss them with the hirer. Once the checklist is complete it should be signed by you and hirer.

Premises Manager Checklist

Please complete this checklist with the hirer on arrival and departure. Tick or mark Yes/No in the appropriate columns and add notes if necessary.

Item	Checked on Arrival (Yes/No)	Checked on Departure (Yes/No)	Notes
Cleanliness of venue	[ ] Yes [ ] No	[ ] Yes [ ] No	_____
Equipment provided	[ ] Yes [ ] No	[ ] Yes [ ] No	_____
Fire exits clear	[ ] Yes [ ] No	[ ] Yes [ ] No	_____
Electrical safety	[ ] Yes [ ] No	[ ] Yes [ ] No	_____
Furniture condition	[ ] Yes [ ] No	[ ] Yes [ ] No	_____
Additional equipment returned	[ ] Yes [ ] No	[ ] Yes [ ] No	_____

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