



Lampton School Lettings

Facilities available to be let

The main hall holds up to 400 people and can be hired any weekday evening, Monday to Thursday between 6-10pm, Friday and Saturday from 6pm to 11pm. Daytime lets are available all weekend including Sunday and outside of school term times until 6 pm. Lets after 6pm are charged at the hourly rate.



The gymnasium is approximately 21m x 13m. There is a curtain divider that splits the area into 2 sections. Attached to the Gym are male/female changing rooms with full shower facilities.



The sports hall can be used for basketball and five a side football. Suitable for smaller fitness groups. Male/female changing facilities with full shower facilities.



The playing fields are marked up for football and in the summer are also marked for athletics. Changing and shower facilities can also be made available.



The sixth form atrium can be used for events, conferences and any large meetings. Can seat about 300 and there are also toilet facilities off the atrium.



Classrooms have seating for groups of 28 and contain full ICT facilities including interactive white boards for teaching and training.



Lettings Application Form

To be completed by the person who will be responsible for the payment of the charges for the use of the accommodation and other facilities and who will give the indemnity required by the conditions laid down by the School. The applicant will then be asked to sign an undertaking to comply with conditions detailed on the attached form.

Accommodation Required (Please complete appropriate boxes)

Area	Hour	1/2 Day	Full Day	Date required	Time	No Of Hrs	Cost
Main Hall	£35	£120	£200				
Gym	£32	£100	£130				
LLZ	£30	£85	£120				
Dining Hall	£20	£60	£100				
ICT Suites	£25	£70	£110				
Classroom/Huts	£20	£60	£100				
Sixth Form Atrium	£35	£120	£200				
Fields x 1 pitch	£20						
Internet Café/Pavilion	£20	£60	£100				
Sports Hall	£40	£120	£200				
Sports Hall Studio	£32	£100	£130				
						Discount	
						Total	

Please note we have a defibrillator onsite in reception

Bookings after 6pm are charged at the hourly rate.

12% discount is applied to 3 or more bookings in one month.

N.B: - Unfortunately our facilities are not available for weddings or private functions, or to any group charging admission to their function.

No alcohol is allowed on the premises.

Name of applicant _____ Nature of function _____

Function will be attended by (tick relevant boxes):

Adults 18yrs & over

Young persons 14yrs to 18years

Children 14yrs and under

Estimated number of people to be present _____

Lettings Application Form (continued)

BLOCK CAPITALS PLEASE

I _____ of _____

Being over the age of 25 I hereby apply for permission to use the school and facilities (detailed overleaf). It is understood that if permission is granted I will comply with all the regulations listed in the document given to me and which I have signed.

IMMEDIATE NOTICE IN WRITING MUST BE GIVEN TO THE HEADTEACHER OF ANY ACCIDENT OR DAMAGE DURING THE PERIOD OF THE HIRE.

I, the applicant, do agree to abide by the rules laid down by the school.

Signature of Applicant _____ Mr/Ms

Occupation _____

Address _____

Contact phone No. _____

Date _____

Lettings Terms and Conditions

PLEASE READ CAREFULLY AND SIGN: -

1. All applications for hire will be provisionally agreed and will not be confirmed until payment of a deposit is received.
2. A deposit of £100 is payable on booking and will be returned following the function providing:
 - a) There is no loss or damage to school property
 - b) That the school is left in the same condition as found
 - c) All conditions are adhered to
 - d) The whole deposit will be retained if the booking is cancelled within a month of the date, unless the school is re-let for a similar fee.
 - e) Fifty percent of the deposit will be retained if the booking is cancelled prior to a month before the date of the booking.
3. In the event that the function is advertised or a charge is made for admittance the school shall have the right to cancel the booking and the deposit will be forfeited if the school is not re-let.
4. The Hirer is responsible for those persons attending the function and must make himself/herself known to the Site Manager. The hirer will adhere to all Health and Safety requirements as required by the school.
5. The School Site must be vacated in a quiet and orderly fashion, not more than 15 minutes after the function is booked to finish. Any time after this will be charged at DOUBLE and deducted from the deposit.
6. One representative of the Hirer, over the age of 25, must be appointed for every 100 guests and these persons must be identifiable to the Site Manager on duty.
7. All movement of furniture must be undertaken by the hirer of the facilities under the direction of the site manager. ALL AREAS MUST BE LEFT AS FOUND.
8. SMOKING IS NOT ALLOWED IN THE SCHOOL. IT IS AGAINST THE LAW TO SMOKE ON A SCHOOL SITE.
9. All music must be kept to a reasonable volume. Any request by the Site Manager to lower the volume must be complied with or the power may be turned off.
10. Plastic rubbish sacks should be supplied by the hirer and when full left where the Site Manager directs.
11. Admission to the school will not be allowed until the time specified on the booking form.
12. Decorations must be put up within the hiring time and fixed into place by BluTac (or like) only. These must be removed by end of the let.
13. No alcohol is allowed on the premises. Please do not throw confetti or rice on the premises or in the grounds.
14. The applicant(s) must ensure that only the rooms paid for are used and that guests do not go into other areas.
15. No musical works in the repertoire of the performing rights society may be performed in public on the premises except on payment to the society of the appropriate fee.
16. No lecture, play, opera dramatic or musical or other work in which a copyright subsists shall be delivered or performed on the premises unless the consent of the owner of the copyright has been previously obtained by the hirer and all necessary fees paid. No performance of any gramophone or other record in which any copyright subsists shall be given on the premises unless the previous consent of the Phonographic Performance Ltd., or other owner of the copyright has been obtained by the hirer and all necessary fees paid. The hirer must make his/her own inquiries as to the existence of any such copyright as aforesaid.
17. The hirer shall indemnify and keep indemnified the School and the Governing Body from and against all costs, claims and demands which may be made against the School or the Governing Body for any breach or infringement of copyright.
18. The music and servicing of all refreshments must stop ten minutes before end of hire time.
19. Visitors are asked to show consideration to our neighbours when leaving the premises.
20. The full cost of the hire must be paid in full 14 days after the date of the booking.
21. GRATUITIES MUST NOT BE OFFERED TO ANY MEMBER OF THE SCHOOL STAFF.
22. Regular Bookings will be on a 28-Day basis
23. Stewards will have a responsibility, along with the applicant, to ensure that the regulations in this agreement are adhered to. THIS AGREEMENT MUST BE SIGNED. YOU ARE ADVISED TO HAVE THIS FORM WITH YOU AT THE TIME OF FUNCTION.
24. THE ONUS IS ON THE HIRER TO ENSURE THAT DBS CHECKS AS OUTLINED IN THE SAFEGUARDING SECTION HAVE BEEN COMPLETED AND COMPLIED WITH.
25. Nominated representative of the School Governors must be given free access to the hired premises for the purpose of inspection.
26. The School reserves the right to cancel any letting in which case all monies will paid will be refundable.
27. Organisations, companies, businesses and clubs must ensure they have necessary insurances for the booking and provide the school with a copy of the certificate.

Lettings Terms and Conditions (continued)

I, the undersigned, have read, understood and agree to the above conditions and have been given a copy. Your attention is drawn particularly to clauses 2 and 3.

Signed: _____ Date: _____

Please print name: _____

Contact telephone number: _____ Date of let(s): _____

Safeguarding and Child Protection

Safeguarding

The Hirer shall ensure that where a hiring involves activities aimed predominantly at children, and/or the activity is positively supported by the school for the attendance of children, they have appropriate safeguarding policies and procedures in place and that they, themselves and those persons likely to have contact with children, have been subject to Enhanced Disclosure and Barring Service checks. The School reserves the right to require the Hirer to produce evidence that enhanced DBS checks have been carried out on all persons and to review safeguarding policies and procedures and to impose any additional requirement they consider appropriate in connection with the hiring. If for any reason the governors are not satisfied then they reserve the right to cancel any hiring and there shall be no liability to the Hirer other than to refund any hiring fee or deposit paid.

Child Protection

1. All organisations that involve children under the age of 18 years must have a child protection policy in place. A copy of this policy must be attached to the application form when it is submitted and will form part of your hire agreement.
2. The policy must confirm that DBS checks are carried out on all staff and volunteers.
3. The policy must be reviewed at least every three years.
4. If you do not supply a copy of your child protection policy, or if the information contained in your policy does not provide assurances that staff and volunteers are DBS checked, your application to hire the premises will be refused

The latest guidance can be found at: <http://publications.education.gov.uk>

I confirm that I have read and understood the above policy on safeguarding and child protection:

Signed by applicant: _____

Insurance: Public liability insurance is required by all associations, charities, clubs, businesses and companies renting our facilities.

Please complete the lettings application form, the lettings terms and conditions and safeguarding and child protection forms and through to: lets@lampton.org.uk. All booking arrangements mentioned are subject to availability. Once the booking has been confirmed a £100 refundable deposit is required. Full payment is required before the booking commences. This can be made by cheque or directly into our bank account. We do not accept cash. **HSBC, Lampton School Academy Trust, Sort Code: 40-25-02 Account: 12365871** - Email FinanceOffice@lampton.org.uk once payment has been made.