



SOHO PARISH PRIMARY POLICY Lettings

Most recent review	Sep 2021	Next review due	Sep 2024
Group responsible	Resources	Written by	Louise Ritchie

- 1) The governing body is responsible for the letting of the school premises.
- 2) The Governors will allow the use of premises in the following order of priority:
 - a. school functions
 - b. PTA meetings and functions;
 - c. recognised concessionary users, i.e. LEYF nursery (was the Soho Family Centre); the Central YMCA; organisations affiliated to Westminster City Council or the LDBS and such other groups or organisations as the Governors may from time to time permit to use or let the hall on a concessionary basis; and
 - d. other users approved by the Governors, who will be sympathetic to the needs of the community served by the school.
- 3) The Governors will set and review advertised charges for lettings as part of the annual budgeting process.
- 4) Lettings will normally be permitted between 9am-10pm Monday to Friday, 9am-10pm on Saturdays and 9am-6pm on Sundays but it is recognised that during school terms it is unlikely that school premises will be available for letting between 9am and 6pm on weekdays. Lettings will not normally be accepted on national holidays.
- 5) The following rooms are available for hire:
 - a. The Brian Burroughs hall
 - b. The White Hall (dining room)
 - c. Class rooms
 - d. The Computer room / Library (Basement)
 - e. The Meeting Room (Basement)
 - f. The Little Kitchen (ground floor)
- 6) The kitchens, staff room, playground and administrative offices will not normally be available for hire. Small rooms such as the 'Little Kitchen' may be let alongside at least one larger room by agreement with the Lettings Administrator.
- 7) The Governors will delegate day-to-day responsibility for arranging & administering lettings to the Lettings Administrator.

APPENDIX 1: TERMS & CONDITIONS

1. Acceptance of Conditions

This agreement is made between the Governors of Soho Parish School (the "Governors") and the person or entity whose name appears on the attached booking form (the "Hirer"). The hiring of accommodation is permitted only on these conditions. Acceptance of a booking confirmation is deemed to be acceptance of these conditions.

2. Nominated Organiser

The Hirer must nominate at least one person (the "Nominated Organiser") who will be on site during the period of the actual hiring to ensure these conditions are adhered to. This person must make her/himself known to the lettings administrator or (in the administrator's absence) to the Lettings Manager at the start of the letting.

3. Security

The Nominated Organiser must ensure that the street door is not left open and unattended during the period of hire.

Where the event is of a public nature and involves continuous entry and exit the lettings administrator may arrange for a licenced doorman (or doormen) to be present and their cost will be charged to the Hirer.

4. Areas Hired

The Nominated Organiser must ensure that only the areas hired are used.

5. Behaviour and Supervision

Children must be supervised at all times within the building. The Hirer will be responsible for ensuring the good behaviour of all those attending the function, including keeping noise at a reasonable level as determined by on-site staff.

6. Periods of Hire

The Hirer must ensure that the event does not exceed the times booked. Failure to do so will result in a proportion of the refundable deposit being forfeited, the amount to be determined by the school.

When making the booking the Hirer must allow sufficient time for any initial preparation before the event and for cleaning and returning the premises to their original condition after the event.

7. Numbers

The numbers of people attending at any one time must not exceed the numbers indicated on the booking form and agreed with the school. Failure to comply with this condition will result in the immediate termination of the letting without refund.

8. Cleaning

The Hirer must leave the areas used in a reasonable state of cleanliness. Failure to do so will result in a proportion of the refundable deposit being forfeited, the amount to be determined by the school.

The Hirer is responsible for removing all rubbish generated by the event and the Hirer (or their catering contractors, if a catered event) must let the Lettings Administrator know how any waste is to be disposed of. Rubbish may only be disposed of in bags provided for that purpose for Westminster City Council.

9. Fire

The Hirer must make her/himself aware of the fire evacuation procedures relating to the area hired and must ensure that all fire exits are kept clear during the letting.

10. Health and Safety

The Hirer must make her/himself aware of the school's health and safety policy and must not interfere with or misuse anything which is provided in the interests of health, safety or welfare.

Smoking is not permitted anywhere upon the school premises.

The Hirer must ensure that stairs, passageways and entrances are kept clear at all times.

11. School equipment, fabric and fittings

No use may be made of equipment such as musical instruments or sports equipment without the prior agreement of the school and the Hirer must not interfere with the fabric, fittings or contents of the premises in any way. The Hirer will be charged for any losses or breakages resulting from the letting.

12. Fixtures

No staples, nails or screws may be put into doors, floors, door frames, window frames or any gloss painted or natural woodwork. No adhesive pads or Velcro strip may be affixed to any surface. 'Blue-tac' may be used on walls to adhere labels etc. Items such as pictures may be hung on the walls but only using drilled holes which can be refilled and only with the approval of the Lettings Manager.

13. Hirer's property

Permission should be obtained from the school in advance if the Hirer wants to bring electrical equipment onto the premises. Hirers may not bring equipment or articles of an inflammable, explosive or dangerous nature onto the premises.

14. Right of access

The governing body and its agents reserve the right of access to the premises during the letting.

15. Deposits

The Hirer shall pay a refundable deposit of 30% of the hire charge (minimum £50) when making a booking. This will be held by the Governors against any damage caused by the Hirer or additional cleaning required because of the hiring.

16. Insurance

Hirers must provide evidence in the form of a copy of a certificate of public liability insurance valid for the period of the hire to show that they have adequate insurance cover to meet any claims for loss, damage or injury arising from the letting which might be against them by the school or by members of the public. **The school's insurance covers letting the building, but the responsibility lies with the hirer in cases of loss, damage or injury.**

17. Own Risk

It is the Hirer's responsibility to ensure that all those attending are made aware that they do so at their own risk.

18. Accident or Injury

The Governors do not accept any responsibility for any accident or injury or loss of property that may occur to, or be sustained by, persons using the premises during the period of the letting.

19. Alcohol

Alcohol may not be sold or served without the written agreement of the Governors. If permission is given, alcohol may not be sold on the premises without a magistrate's licence. It is the responsibility of the Hirer to obtain and show the licence to the lettings administrator in advance of the letting.

20. Musical Works and Copyright

No musical works in the repertoire of the Performing Right Society may be performed in public on the premises unless the Hirer has obtained the permission of the Society. No copyright material may be delivered or performed without the consent of the owner of the copyright.

21. Public Entertainment

Film, musical, dancing (including disco) and stage events must all be considered public entertainments unless entrance is restricted to those who are bona fide members of the organisation hiring the premises. If admission is open to all, or if tickets are to be sold at

the door or offered to the public, it is the Hirer's responsibility to inform Westminster Council's Entertainments Licensing Officer and obtain an Occasional Licence.

22. Child Protection

If children are to be present at any event, the Hirer must follow the school's child protection policy, a copy of which will be provided to the Hirer. The policy provides *inter alia* that anyone working for hirers of the hall during an event at which children will be present, whether on a voluntary or employed basis, must have a valid Disclosure & Barring Service certificate.

APPENDIX 2 – BOOKING PROCEDURE

1. Contact James Munns, Lettings Administrator to reserve dates by:
 - telephone 020 7432 7320
 - Email: office@sohoparish.co.uk

2. On receiving a preliminary request the Lettings Administrator will send the Hirer a booking form to sign and return with full payment to secure the booking. For regular recurring bookings monthly invoicing or other regular payment terms can be arranged; **prepayment will generally be required.**

3. The booking will be deemed provisional until the booking form has been completed, signed and returned with full payment and evidence of satisfactory public liability insurance.

4. Provisional bookings will be held for 1 week after which the booking may be cancelled if the completed form and payment have not been received.

5. A booking may not be accepted or may be cancelled if:
 - it is considered to be in breach of the school's letting policy
 - the premises are required for previously unforeseen school purposes
 - the expected number of attendees will exceed the maximum capacity of the premises

6. If the booking has to be cancelled by the school a full refund will be made.

7. If the Hirer cancels a booking more than 7 days before an event then the hire charge (less any costs already incurred by the school) will be refunded. If the Hirer cancels a booking 7 days or less before an event then the Hirer will forfeit the full hire charge.

APPENDIX 3 - DETAILS OF THE PREMISES AVAILABLE FOR LETTING

The Brian Burrough Hall

Area approximately 50ft x 23ft (15m x 7m)

Headroom: 10ft 3" (3.12m)

Flooring: laminate wood flooring on concrete base

Lighting: Artificially lit including 7x wall mounted up lighters

Partial natural light via 3 part window including right and left hung openers and 1 fanlight

Windows at ceiling height running along one length of the hall

2x air conditioning units (also doubles as heating units)

8x double power points (4 at each end of the hall)

2x alcoves suitable for serving food and drinks from

1st Alcove

Area: 9ft 7" (2.92m) across x 8ft deep (2.44m)

Headroom: 7ft 3" (2.21m)

Internet-connected PC linked to:

- Sound system: Yamaha Stagepas 600i PA system, including
 - 10 channel powered mixer with 680W built-in amp
 - 2x wall-mounted two-way bass reflex 100W speakers
- Video projector with electric retractable screen

1x available double power point

2nd Alcove

Area: 8ft 8" (2.64m) across x 3ft 7" (1.09m) deep

Headroom: 10ft 3" (3.12m)

Facility includes

9x collapsible tables 6ft x 2ft 3" (1.83m x 0.686m)

74x adult folding chairs

Sports Equipment Available

2x free standing net ball stands with hoops

2x football goal posts with nets (suitable for five aside)

4x benches 8ft x 9" (2.44m x 0.229m)

1x floor beam 8 ½ft x 5" (2.59m x 0.127m)

1x cushioned gym horse

2x rectangle cushioned gym blocks 3ft 4"x 1ft 7" (1.02m x 0.483m)

1x large gymnastic spring board

1x small gymnastic spring board

12x cushioned floor mats 6ft 7"x 3ft 3" x 1 ½" deep (2.01m x 0.991m x 0.04cm)

1x deep cushioned landing mat 8ft x 4ft 3"x 7" deep (2.44m x 1.30m x 0.178m)

30x foam exercise mats

15x aerobic steps

5x large Swiss balls

2x medium Swiss balls

1x small Swiss ball
9x handheld martial arts punch pads
Plastic hockey sticks (approximately 60)
Plastic conical floor markers (approximately 100)
Basket balls
Skipping ropes
Hula hoops

Access Lobby to Brian Burrough Hall

Disabled access via wheelchair lift with ramp
2x toilets (one suitable for the disabled and includes baby changing area)
2x skylights allowing partial natural light
Water fountain

Kitchenette (situated just outside Brian Burrough access lobby)

Area: 5ft x 5ft 1" (1.52m x 1.55m)
Headroom: 11ft 11" (3.63m)
Suitable for making teas and coffee (NB: No cooking facilities)
Sink and small work surface area
'Zip Hydroboil' Hot water heater
Xpelair extractor fan
1x double power point
Plates, cups and cutlery available

Ground floor Classroom (Reception)

Area: 'L' shaped 40ft x 33 ½ft (12.2m x 10.2m) to furthest points
Headroom: 15ft (4.57m)
Lighting: Artificially lit with windows along one outside wall allowing good natural daylight
Flooring: part wood part Linoleum with two carpeted areas
Overhead projector with screen
3 combined desk areas with chairs (suitable for approximately 20 children age 4-5 yrs)
2x sink units
7x double power points
Fire exit
Door to separate children's toilet area with 3x toilets and 3x wash hand basins

White Hall (doubles as classroom or dining area)

Situated on the 1st floor, access via pink staircase

Area: 30 ½ft x 19 ½ft (9.30m x 5.94m)

Headroom: 14ft (4.27m)

Lighting: Artificially lit with one wall offering large windows with natural light

Flooring: durable linoleum

Large serving hatch to servery

Water fountain

Overhead projector with screen

6x Double power points

14x Desks with chairs suitable for 28 children

Servery room

Area: 13 ½ ft x 9ft (4.11m x 2.74m)

Headroom 14ft (4.27m)

Large window offering natural light

Flooring: Linoleum

Large serving hatch with electric roller shutter to white hall

Bain Marie with five sections for serving hot food

Microwave

Fridge

6x Double power points

Year 1 Classroom

Situated on the 1st floor (access via central staircase or through white hall)

Area: 28ft x 15ft (8.53m x 4.57m)

Headroom: 14ft (4.27m)

Flooring: Part linoleum part carpet

4 double windows to one side

Overhead projector with screen

Small sink unit

3x double power points

3x single power points

2x circular tables

Suitable for 24 children

Year 3 Classroom

Situated on the 1st floor (access via central staircase)

Area: 21 ½ ft x 19 ½ ft (6.55m x 5.94m)

Headroom: 12ft (3.66m)

Flooring: Linoleum with carpeted area

3 double windows to front

Overhead projector with screen

Sink unit

4x double power points

10x desks

20x chairs

4x double power points

Year 4 Classroom

Situated on the 2nd floor (access via central staircase)

Area: 21ft 4" x 19 ½ ft (6.50m x 5.94m)

Headroom: 10ft (3.05m) suspended ceiling

Flooring: mainly carpeted with small linoleum area

3 double windows to front, 1 double window to rear

Overhead projector with screen

Sink unit

12x desks

21x chairs

3x double power points

Year 5 Classroom

Situated on the 2nd floor (access via pink staircase)

Area: 32ft x 19ft (9.75m x 5.79m) at widest point

Headroom: 15ft (4.57m)

Flooring: mainly linoleum with small carpeted area

3x single windows to two aspects, 1 dormer window

Overhead projector with screen

Sink unit

11x desks

21x chairs

11x double power points

Access to 1 adult toilet via year 6 classroom and small lobby

Year 6 Classroom

Situated on the 2nd floor (access via green staircase)

Area: 30 ½ ft x 19ft (9.30m x 5.79m) to furthest point

Headroom: 15ft (4.57m)

Flooring: Linoleum with 2 small carpeted areas

5x large single windows

Overhead projector with screen

Sink unit

11x desks
24x chairs
12x double power points
Access to 1 adult toilet via small lobby

Year 2 Classroom

Situated on the 2nd floor (access via green stairs)

Area: 29ft x 15ft (8.84m x 4.57m)
Headroom: 14 ½ ft (4.42m)
Flooring: half linoleum half carpet
4x double windows
Overhead projector with screen
Sink unit
4x desk areas each made of 3 parts
24x chairs
4x double power points
Access to 1 adult toilet via small lobby

Workshop (includes kitchen facility)

Situated on the lower ground floor (access via pink or green staircase)

Area: 21ft x 17ft (6.40m x 5.18m)
Headroom: 7ft (2.13m)
Flooring: Durable linoleum
Lighting: fluorescent lighting only
Kitchen area includes electric oven and hob, sink, work surface for food preparation, microwave, 2x fridges, extractor fan unit, plate's cups, utensils and cutlery available
6x wheel-mounted, lockable worktops with built-in plug sockets, suitable for kitchen prep/Art/DT activities
2x children's community desks
4x chairs
20x stools
5x double power points
Access to girls and boys toilets

Computer Room / Library

Situated on the lower ground floor (access via central staircase)

Area: 25ft 4" x 31ft 4" (7.72m x 9.55m)
Headroom 7ft 5" (2.26m)
Lighting: fluorescent lighting with barrel vaulted sky light to one side
Flooring: carpeted
Air conditioned

Overhead projector with screen
Yamaha electric piano
3x desks each made of three parts
1x circular desk
32x chairs
16x double power points

Meeting Room

(situated on the lower ground floor (access via central staircase))

Area: 14ft x 15ft (4.27 x 4.57m)
Headroom: 7ft 5" (5.31m)
Includes kitchen area with sink, fridge, coffee percolator, plates, cups and cutlery available (NB: No cooking facilities)
Lighting: Florescent lighting
Air conditioned
Flooring: carpeted (kitchen area linoleum)
Large white board
1x circular table
11x adult chairs
4x double power points
Access to two adult toilets

Learning Support Room

Situated on the lower ground floor (access via central staircase)

Area: 12ft x 7ft (3.66m x 2.13m)
Headroom: 7ft 8" (2.34m)
Lighting: Florescent lighting
Flooring: carpeted
Air conditioned
Small white board
1x adult desk
2x adult chairs
1x small circular table with 2 chairs for children
10 double power points

APPENDIX 4: BOOKING RATES

Room	Per hour
BB Hall (incl. entrance hall)	£70
Dining Hall	£50
Computer Room	£40
Other rooms	£30

All lettings include a 30 minute additional charge for early opening and cleaning. This will be increased if there is significant set-up (e.g. a large number of chairs are required).

The lettings manager (James Munns) may agree a 10% discount where multiple hours are required. In exceptional cases, greater discounts may be agreed with the Headteacher.

Minimum hire period

The minimum period for which the hall may be hired is 2 hours except in the case of regularly recurring bookings where a lower minimum period may be agreed.

VAT

The above hire charges are exclusive of VAT which is not currently applicable.

Availability

During the school year evening lettings will normally be permitted between 6pm-10pm Monday to Friday, and weekend lettings 9am-10pm on Saturdays and 9am-6pm on Sundays. During the summer break (and other holidays) lettings will normally be permitted 9am-10pm Monday to Saturday and 9am-6pm on Sundays. Lettings will not normally be accepted on national holidays.

Caretaking

A member of school staff must be on site during all hire periods. The above charges include the services of the school caretaker (or his assistants or substitutes) during the hire period.

Concessions

The Governors will not charge for school or PTA functions, but may seek to recover any exceptional expenses incurred from users. Regular use by West End Children's Centre members and other recognised concessionary users will be subject to individually negotiated rates.

Security

If required this will be arranged by the Lettings Administrator to be charged directly to the Hirer. Current rates are £19.25 plus VAT per hour per licenced doorman and there is a minimum booking period of 5 hours.

Hirer's details

Name or person or company

Who will you nominate as your nominated organiser?

Address

 Postcode

Telephone number

Email address

About the hire

For what purpose are you hiring the space?

Will this be a one off or regular event?

 One off Regular

On what date(s) do you want to hire the hall?

At what times will your event start and finish?

Will use of the kitchen be required?

 Yes No

What is the maximum number of people expected?

Will children be present? If so, provide details

 Yes No

Acceptance

I have read and accept the Conditions of Hire. I confirm that I have public liability insurance sufficient to cover any claims arising from the hire.

Signed

I agree to follow the Coronavirus risk assessment for lettings at Soho Parish school.

Dated