



School / Lettings Policy

1. The use of premises must be restricted to the use and accommodation specified on the letting permit.
2. Representatives of the School Management/Governors, shall at all times, have free access to premises for the purpose of inspection.
3. The School Management / Governors reserve the right to cancel any letting.
4. The hirer shall be required to pay for any breakages, losses or damage to property arising out of the letting.
5. The School Management / Governors shall not be responsible for any loss or damage to any property whatsoever or death or injury to any person whatsoever. Hirers may wish to provide their own employees in this respect.
6. The sub-letting of any premises is prohibited.
7. Licenses are generally required for:
 - a. Performing rights;
 - b. "Public dancing, music or other public entertainment of a like kind" under the Local Government (Miscellaneous Provisions) Act, 1982;
 - c. Games of bingo
8. Hirers must ascertain from the local authority whether or not a license is required for these uses, or for any other use to which premises are to be put, and, if so, obtain and ensure full compliance with the necessary license if the premises are not already licensed.
9. Intoxicating liquor shall not be sold or supplied on educational premises without the express consent of the School and/or Governors and the obtaining by the hirer of an occasional license.
10. Where premises are not licensed under the Cinematograph Acts, no inflammable films or materials of an inflammable nature shall be used.
11. Under the conditions of the School's license with the Performing Rights Society, hirers of educational establishments are required to furnish details direct to the Society of "all musical works, whether published or in manuscript, performed on the premises vocally, instrumentally or mechanically, at entertainment's for which a charge is made". Where appropriate, a form is enclosed with the letting permit, which should be completed and forwarded direct to the Performing Right Society Ltd., immediately after the letting has taken place.
12. When commercial sound recordings (using whatever media) are publicly used, an application for a license to use such recordings must be submitted to Phonographic Performance Ltd., Ganton House, 14-22 Ganton Street, London W1V1LN.
13. The charge for hire includes the use of furniture within the room. In the event of the hirer requiring additional furniture, a separate charge will be made according to circumstances.
14. On days when the school is in session, articles such as pianos, tables, flowers etc may be delivered at the convenience of the School.
15. The hirer shall proceed to remove all chairs or other furniture, decorations and any materials introduced into the premises, within a reasonable time after the period of hire.
16. Special preparations, such as those required for the purposes of dancing, must not be applied to the floors without specific approval.
17. Stage Lighting, Audio and Visual Equipment and charges, available on request.
18. Catering is available by arrangements and will be invoiced separately from the letting. Conditions of such booking will be negotiated with the Hirer by the School.
19. General: The School grounds, buildings, furniture and equipment are the day-to-day surroundings for the students of the School. Within the limits of resources available, the School staffs keep these facilities to the highest possible standard in the interests of the students. Organisations and individual using these facilities are required to maintain these standards.
20. Where the hiring is for the Synthetic pitch, the conditions stated on the Synthetic Information sheet **MUST** be adhered to completely at all times.
21. Charges agreed need to be paid even premises not used on the booked dates unless cancelled by the school or due to weather conditions or at the discretion of the Head under extreme circumstances.
22. Payment **MUST** be received within the timescales indicated on the invoice, school management have the right to refuse usage if payment is outstanding. Invoicing will be termly before the start of usage in any one term.

Conditions of Letting

1. The use of premises is restricted to the use and accommodation specified in the application. This is especially with regard to the hire of the synthetic pitch. **No-one using the synthetic pitch may use the grass area adjacent the synthetic pitch prior to or post the booking. If this occurs, it will jeopardize the future use of the synthetic pitch for the hirer. (Please note- the weights on the goals of the synthetic pitches must not be moved by the public)**
2. Fernwood School staff has unrestricted access to the facilities at any time for the purpose of inspection.
3. Public Liability Insurance **MUST** be held by the Hirer.
4. The school accepts no responsibility for any loss or damage to personal property.
5. The sub-letting of premises is prohibited.
6. The hirer must ensure that where physical activity is being undertaken, correct safety precautions are taken, and that suitably qualified and responsible CRB cleared adults are present at all times.
7. If the hirer needs to cancel the booking then at least 1 week's notice be given otherwise the hirer will still be liable for the charge of the hire of the premises
8. **In case of the fire alarm setting off(one continuous siren) please evacuate from the school site to the main gates until further instructions from the site staff.**