



Shropshire Church of England Academies Trust

LETTINGS POLICY

This policy has been adopted by the Board of Trustees of Shropshire Church of England Academies Trust and is applicable across all schools that make up the Multi Academy Trust. In line with the MAT's Scheme of Delegation, this Policy must be duly applied by each Local Governing Board and the Headteacher of each school that is part of Shropshire Church of England Academies Trust.

Where there are specific details or any discretions in the policy that apply to an individual school or Local Governing Board, this has been made clear within the wording of the policy. This policy will be monitored regularly by the MAT Headteachers' Group and reviewed formally by the Trust Board in line with the agreed timetable for policy review or sooner as events or legislation changes require.

Presented & Approved by Trust Board	08/04/2025
Name of Chair of Trust Board	Malcolm Maclean
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1 Use of Trust Premises

Organisations / individuals whose purpose, beliefs or aims are not aligned to those of the MAT in relation to safeguarding and promoting the welfare of children will not be allowed to let any part of Trust premises at any time.

The use of the Trust premises is permitted by the Trust on the understanding that the following rules are adhered to at all times. Failure by the hirer to comply with any of the following regulations where applicable, whether intentionally or not, may be deemed by the Trust to be just cause for the immediate cancellation of any lettings or series of lettings.

The hirer must have vacated the premises at the agreed finishing time of their let. The hirer must ensure that the period they have hired the Trust's facilities for allows for setting up and putting away any equipment. If the period of usage exceeds the period hired, then the hirer will be liable for a minimum penalty of 1-hour hire charge for each area hired.

2 Safeguarding and Child Protection

This policy therefore should be considered to apply to all lettings regardless of whether a Hirer is also an employee within the Trust. The current policy can be located on the school's website.

The individual school Headteacher will ordinarily be the arbiter as to whether an individual event operates under the auspices of the Trust Safeguarding Policy. Ordinarily ALL paid lettings should operate under the Safeguarding Policy of the business taking out that letting. Where any business may seek to operate a letting anywhere within the Trust and the management of the business involves any person or persons employed by Shropshire CE Academies Trust, then before the letting can be agreed this must be escalated to the Central Team for processing by with regard possible related party transactions and the Safeguarding Lead to ensure there is clear separation in all communications and Policy from any positions of trust held within the MAT.

Furthermore:

- For bookings that predominantly involve activities for children, all Hirers must complete Annex B Safeguarding Information Form
- Hirers who are using the Trust premises to provide activities for children and young people aged 18 and under ("children") must provide the School with a copy of their Safeguarding and Child Protection Policy which must clearly reference:
 - Safer recruitment, training and induction for staff;
 - Welfare and reporting arrangements for raising concerns about young people;
 - Arrangements for raising concerns with regard to adults working with young people;
 - Arrangements for Disclosure and Barring Service ("DBS") checking and barred lists checks where appropriate.
- 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



them, in addition to the provision of policy and procedures, the Hirer and any person identified by the Hirer likely to have contact with children, must have been subject to enhanced DBS checks and barred list checks where appropriate.

- The Trustees, via the onsite Headteacher or Designated Safeguarding Lead or their designate, reserve the right to require the Hirer to produce evidence that enhanced DBS checks and barred list checks where appropriate have been carried out on all persons; 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 Trustees are not satisfied in relation to the above matters, then they reserve the right to cancel any hiring without notice and there shall be no liability to the Hirer other than to refund any hiring fee or deposit paid. In coming to such a decision, the Trust will act reasonably at all times including communicating any concerns or reassurances sought etc. with the Hirer. However, the Trust's decision on to cancel the hiring on these grounds will be final and no further correspondence will be entered in to.

Hirers are reminded that Trust facilities may be used for a range of activities with users arriving and leaving at varying times. Hirers are responsible for the safeguarding of all young people for whom they are providing activities while those young people are on Trust premises. It is recommended that all children are met at Reception, escorted to their activity, and returned to Reception at the end of the activity for collection by their parents or carers.

3 Fire Safety

Hirers' induction will include instructions on evacuating the building. Hirers are responsible for ensuring that all adults and children involved in their activity leave the building as quickly as possible. Adults waiting for their children in an area of the School do so at their own risk but will be evacuated by School site staff or the hirers using the premises. All users should familiarise themselves with the fire alarm and evacuation procedures. Copies of these are posted in Reception and in the rooms/halls.

4 Procedure

A fully completed booking form will be submitted to the school at least TWO weeks prior to the commencement of the event. Failure to do so will result in the booking being cancelled unless discussed otherwise.

The person signing the application form, on behalf of their organisation, (then known as the Hirer) is personally responsible for ensuring that all terms and conditions of our lettings policy are adhered to. The Hirer must be over 18 years of age. Once the Hirer has accepted a permit to use the Trust premises, (s)he is automatically bound by all terms and conditions of usage of the premises. The Trust has the right to vary these terms and conditions at any time.

The hirer may not assign or sublet the premises.



All lettings must be approved. No letting shall be considered approved or any change confirmed until approved by the School/Trust.

The School/Trust may cancel any letting at any time; either the fee will be refunded, or an alternative date offered, except in the case of misconduct.

The Trust reserves the right to impose special conditions in respect of any letting, series of lettings or class of lettings in order to protect its pupils, employees or property. The Trust may exercise this right or authorise any other person to do so. Special conditions will be notified to hirers and may include any requirements considered by or on behalf of the Trust to be desirable including requirements as to fire precautions, security of persons or premises, the employment of security or other staff, the exclusion or admission of any person, persons or class of person or any animal, animals or equipment, the giving of bonds or the effecting of insurance.

5 Charges

All charges must be paid within 30 days of the invoice date.

A minimum let is 1 hour.

Charges will be made at rates which will be determined from time to time by the School/Trust and shall be liable to change without prior notification. The school can provide you with the current schedule of charges on request. In cases where the incorrect charge has been quoted, the School/Trust reserves the right to charge the correct rate, although the hirer may consider the booking cancelled.

Lettings to large commercial companies e.g Film / TV Production Companies are negotiated on an individual basis and start at **£500 a day**.

There is a **surcharge of £100 for an excess of 50 people** at each letting.

Discounts can be negotiated for block bookings and multiple room hire.

The School/Trust does not undertake to refund any charge on cancellation of a block booking by the hirer unless 21 days' written notice of the cancellation has been given in writing.

6 Care of Premises

The hirer shall ensure that there is a responsible adult present and able to supervise at all times during the letting. No person under the age of 18 years is permitted on the premises without adequate adult care and supervision.

The hirer is required to pay to the School/Trust the cost of making good any damage to the property or to any fittings, fixtures, sports or other equipment or property which may result from the letting. Any damage arising from the hire must be reported to the School. The hirer is



required to clear away any rubbish and leave the premises and / or grounds in the condition in which they were found. The hirer shall be responsible for reimbursing the School/Trust for any additional costs incurred in cleaning the premises and / or grounds after a letting.

No desks, fixed furniture or equipment that may be in the accommodation hired shall be used or moved without prior approval of the School/Trust. Any movement of furniture required must be undertaken by the hirer under the direction of the Site Team/School. Standing on seats, furniture, windowsills etc. is not permitted. Any furniture used must be returned to its original position at the end of the hire period.

No additional staging, curtaining, scenery, fixtures, fittings or decorations may be installed without the previous consent in writing of the School/Trust. Any such alterations and additions as may be authorised shall be purely temporary arrangements requiring no permanent fixings which would damage or disfigure any part of the premises. Any temporary arrangements such as curtaining, or scenery shall be rendered non-inflammable. Stage scenery and other effects must neither be brought on to the Trust premises nor taken away while the School is in session. Any alterations shall be returned to their original state immediately after usage, at the expense of the hirer. Where any use involves the erection and/or dismantling of a stage, this will be carried out by the hirer at his/her expense under the supervision of a representative of the School/Trust.

No alterations or additions to the electrical installations at the School may be made without previous consent in writing of the Trust. Any such alterations and additions as may be authorised shall be carried out in accordance with the directions and to the satisfaction of the Trust and shall be reinstated forthwith at the expense of the hirer to the satisfaction of the Trust.

The Trust will not accept responsibility for any loss of or damage to any property owned by any person using the premises during the period of the letting. Property shall be brought on to the premises at the sole risk of the owner.

The hirer is responsible for informing the School/Trust of any person sustaining injury or loss on the Trust premises during the period of the let. This information must be presented in writing to the School/Trust within 24 hours of the event. Any further information required by the School/Trust must be made available on request.

No food or drink is allowed in any area except designated social areas, unless prior written permission has been granted.

No stiletto heels or similar objects are allowed in the gym area. Gym users must wear trainers suitable for indoor use.

7 Equipment & Accommodation

Specialist rooms and equipment (including gymnastic equipment, public address systems, stage lighting and pianos) are not included in the letting arrangements, unless specifically requested in



the application form and approved by the School/Trust. Such applications must specify the name and qualifications of the person taking responsibility for their proper use.

Chairs installed in the premises may be used by special arrangement with the School/Trust, but the School/Trust does not undertake to provide suitable chairs or seats for use by the hirer. Any furniture provided by the hirer must be removed immediately after the end of the letting.

The School/Trust does not provide first-aid medical facilities for hirers nor does it guarantee access to the public telephone system for calling assistance during lettings. Hirers should make their own arrangements in this respect.

Any IT/AV equipment that you bring onto the premises must carry a valid and up to date PAT certificate.

8 Condition of Premises

The Trust gives no guarantee as to the fitness, suitability or condition of the premises or grounds at the commencement of the letting, but every effort will be made to see that they are in a reasonable state.

Where facilities booked by the hirer turn out not to be available during the letting, the Trust will consider applications for ex gratia refunds of a proportionate part of the letting charge, always providing that no such refund shall be given for facilities not included in the letting charge. The Trust decision shall be final in respect of any refund made.

9 Playing Fields/Sports Pitch

The Trust does not give any guarantee as to the standard of the pitch or field nor to the maintenance or improvement of this standard during the season. The hirer shall be aware of the state of any pitch or field upon submitting his application and such application will be deemed to be for the particular pitch or field as seen.

The School/Trust shall deem whether any pitch or field is fit for use and their decision shall be final.

10 Catering Facilities

The schools' kitchen/catering facilities are available for hire by separate negotiation. However, separate arrangements can be agreed for provision of refreshments for special events.

11 Car Parking

Where car parking is required, the hirer must undertake the proper stewarding and control of the parking area in collaboration with the police where necessary. The hirer must maintain safe entry and exit from the premises and provide and maintain clear access for emergency vehicles and service vehicles.



12 Insurance

Lettings are made on the agreement that the Trust is indemnified by the hirer against any loss, damage, costs, and expenses during the use of the Trust premises except where such loss, damage costs and expenses are directly attributable to the negligence of the employees of the Trust.

The hirer shall insure, with a reputable insurance office, against such funds as the hirer may become liable to pay as compensation, arising out of bodily injury or illness (fatal or otherwise) to any person and/or costs, fees, expenses, loss or damage caused to property or the premises by any act or neglect of himself, his servants, agents, or any person resorting to the premises by reason of the use of the premises by the hirer.

Unless specifically agreed by the Trust the insurance cover shall provide a limit indemnity of not less than £1,000,000 (one million pounds) in respect of any one incident and to include liability for the premises including liability for fire and explosion risks arising from the let of the premises

It is the responsibility of the hirer to effect whatever insurance he considers necessary to cover his liabilities. Hirers using the facilities must provide proof of adequate insurance to the School/Trust.

13 Legal Requirements

The Hirer shall comply with all legal requirements concerning consumption of intoxicating liquor, music, singing and dancing licences, theatre licences and copyright – whichever is in place. The hirer shall be fully responsible for obtaining any licences or other permissions required, always providing that no such application shall be made without the prior approval of the Trust. The hirer shall indemnify and keep indemnified the Trust, from and against all costs, claims and demands which may be made against the Trust for any breach or infringement of copyright.

No intoxicating liquor shall be brought or consumed on Trust premises or any part thereof except by recognised organisations. It is the responsibility of the hirer, on behalf of the recognised organisation, to obtain any necessary license for the sale of intoxicating liquor. Copies of all licences will be submitted prior to the date of let.

The Trust's No Smoking Policy (Health & Safety Policy) must be adhered to at all times. Smoking is not permitted anywhere on site and includes all outdoor areas. This includes E Cigarettes/Smoking and vaping.

The hirer shall comply with Section 12 of the Children and Young Persons Act 1933, that is to say where any play or entertainment is provided at which the majority of persons attending are children, then if the number exceeds 100, it shall be the duty of the hirer to station and keep stationed wherever necessary a sufficient number of adult attendants, properly instructed as to their duties, to prevent more children or other persons being admitted



to the building or to any part of the building than can be safely accommodated there and to control the movement of children and other persons admitted while entering and leaving the building and to take all other reasonable precautions for the safety of children.

The hirer will ensure that the requirements of the Equality Act 2010 (in particular the need to promote good relations between persons of different racial group) are observed at all times throughout the letting.

The hirer will adhere to all Health and Safety requirements as required by the Trust.

The hirer is specifically forbidden to use or allow the use of the hired premises or grounds for any illegal or immoral purpose and shall not carry on any activity so as to cause nuisance or annoyance to other users of the premises or neighbouring or adjoining premises.

In the event of a breach in these conditions the hirer may be asked to leave the premises immediately by a member of the Site Team/School. If the hirer fails to leave the premises, then the local police authority will be summoned and asked to remove the hirer from the premises.

There is no public telephone available within the premises: Hirers are required to have access to a mobile phone as a term of their letting.

14 FAQs

How do I secure my booking?

Completing the attached booking form at least 2 weeks before the first booking and returning to **the school admin email as shown on the school's website.**

How do I make payment?

Payment is only accepted by BACS on receipt of invoice from the Trust. Payment terms 30 days.

What happens if I run over the times agreed?

If you exceed the times stated on the booking form, the use will be calculated at the standard rate and you will be charged.

Do I need to clean the building at the end of my let?

Yes, all rooms/spaces must be cleared at the end of the event / let and left in the condition they are found.

15 Document Control

Contact	iCFO – Sandra Holloway
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16 Lettings Application Form

Annex A

Note to applicant: Before completing this form, please carefully read the terms and conditions of letting.

Return completed forms to the school admin email.

School Name/Site	
Name of Person responsible for the booking and organisation name (if appropriate) Note: must be over 18 years old	
Address of Hirer	
Telephone Number	
Mobile Number	
Email Address	
Required facility: <i>Any additional requirements:</i>	
Purpose of use:	
Day(s) and Date(s) required:	



Time(s) required:	From:		To:	
Estimated numbers attending:	Adults:		Children*:	
			*Age range:	

SAFEGUARDING				
The hirer agrees that systems are in place with regards to safeguarding measures as per the Lettings Policy and Terms and Conditions of Use. Please tick relevant statement below.				
I confirm that my booking does include children and that I have a current DBS which I will bring to trust prior to my letting start date (Please complete Annex B form)				
I can confirm that my booking does not involve children				
Office Use: Evidence of DBS Clearance has been submitted				YES NO
Evidence of ID	Driving Licence	Passport	Other ID	
Name of Office Staff:				
INSURANCE COVER				
In order to comply with the terms and conditions of use, I hereby confirm the club/organisation has public liability insurance with a minimum indemnity limit of £1m on any one claim and indemnify the trust against any claims made against it arising from the use of hired premises.				
In addition, I accept responsibility for any claims the Trust may have for any damages to its property arising from its use during my hire				
I maintain a Public Liability Insurance Policy, the details of which are specified below				
Name & Address of Insurance Company:				
Policy Number				
Expiry Date				
Indemnity Limit				
Office Use: Evidence of Insurance Cover has been submitted				YES NO
Name of Staff:				



DECLARATION	
<p>I have received a copy of the Lettings Policy and Terms & Conditions of Use for the lettings of the Trust premises and agree to be bound by them.</p> <p>Any licences necessary have been/will be observed and any requirements of the Licensing Justices, where necessary, have been/will be met.</p> <p>I agree to pay the charges due as required and hereby certify that the premises and grounds will be used only for the purpose stated.</p> <p>I am over 18 years of age and I make this declaration conscientiously believing it to be true.</p>	
Signature of Hirer:	
Print Name:	Date:
School Lettings Staff Signature:	
Print Name:	Date:

INVOICE DETAILS	
Please state who our invoice should be addressed to: (provide company details including VAT number if applicable)	
Email address for invoice to be sent to:	
Telephone contact name and number for invoice:	

DOCUMENTS PROVIDED TO HIRER (To be completed after booking is agreed by Trust)	
Fire Evacuation Plan	YES / NA
Other:	
I confirm that I have received the above documentation and agree to adhere to them at all times:	
Signature of Hirer:	
Print Name:	Date:



17 Safeguarding Information Form Annex B

SAFEGUARDING FORM

Shropshire CE Academies Trust is committed to ensuring that all organisations that use their premises comply with the guidelines recommended by *the Local Safeguarding Children Partnership, and also as set out by the Department for Education.*

Detailed below are a set of questions which we expect all organisations to be able to answer. As part of its safeguarding responsibilities, the School/Trust will monitor and periodically check that the information provided is accurate and all hirers must provide additional evidence where requested, in accordance with our Lettings Policy.

CONTACT DETAILS

Details of organisation requesting the letting arrangements:

Name:

Address:

.....

Telephone No:

PLEASE ANSWER ALL THE QUESTIONS BELOW	YES	NO
POLICIES & PROCEDURES		
Do you have an appropriate Child Protection Policy, along with procedures and codes of conduct that are compatible with those held by the Multi-Academy Trust and by the Local Safeguarding Children Partnership and set out by the Department for Education?		
Do you have an approved procedure in place in the event of a child protection allegation being made against a member of your staff or organisation?		
Do you have in place a Code of Conduct for staff that is compatible with the Trust's Code of Conduct and expectations?		
Are you aware of the procedures to follow if you think a child is being abused and have you shared this information with your members of staff?		
Do you have an approved procedure in the event of a child protection allegation being made against a member of your staff?		



Does your organisation keep records and registers of all children attending the activity?			
SAFER RECRUITMENT			
Do you have robust practices in place which meet the safer recruitment guidance set out by Department for Education in their 'Keeping Children Safe in Education' publication			
Can you confirm that job interviews have been carried out for all staff and volunteers and that full application details exist?			
Can you confirm that individual identity, right to work and qualification checks have been satisfactorily completed?			
Are enhanced DBS checks obtained on all staff or volunteers working with children, including transporting children as part of the activity?			
Can you confirm that a minimum of 2 satisfactory references have been received (from previous employers where possible) which address the individual's suitability to work with children & young people?			
Can you confirm that staff or volunteers have not had a break of 3 months or more from employment since their latest CRB/DBS disclosure was obtained?			
Can you confirm that a record of recruitment and vetting checks is kept by your organisation and that this is kept up-to-date and is available for inspection by the School on request?			
SAFETY & WELFARE			
Do you have a trained first aider in attendance at all times and suitable first aid equipment?			
Do you have appropriate arrangements in place for other emergencies?			
Are you aware of the arrangements that are in place to liaise with a member of school staff if there are any particular concerns?			
If using potentially hazardous equipment provided by the school, can you confirm that it will be operated by suitably trained staff and it will be supervised at all times by an adult member of staff?			
Your organisations does not condone bullying, racism or any other forms of prejudice by your members of staff or any of your clients and their family members?			
Do you have specific arrangements in place for dealing with situations where children are not collected after the activity?			
If providing childcare, please confirm that the organisation is registered with Ofsted?			
Please provide Registration details:			



Is your organisation registered with the appropriate national registered body (e.g. FA for football organisations)?			
Please provide details:			
DATA PROTECTION			
Does your organisation have procedures in place to protect staff and client personal information in line with the requirements of GDPR and the expected provisions of the DPA 2018?			
UPDATES			
Do you agree to notify the School of any changes in Ofsted registration, adults regularly present and any other changes as relevant? Changes will need to meet the same safeguarding criteria applied for the original application.			

Signed on behalf of organisation Date

Print Name (Nominated Official)

Telephone number.....Email address

(It is the club's responsibility to advise the School if the person who has hired the facilities on behalf of the club changes). In this case a new Safeguarding form will have to be completed.

TO BE RETAINED IN THE LETTINGS FILE OF SCHOOL.



18 ANNEX C:

CONDITIONS OF LETTING SCHOOL KITCHEN

THE KITCHEN MUST BE LEFT CLEAN AND TIDY AFTER LETTING

1. Ovens and cooker tops must be cleaned.
2. Sinks must be cleaned out and wiped dry.
3. All worktops must be wiped down.
4. Floor must be swept clean and mopped if necessary.
5. All utensils used must be cleaned, dried and returned to their original place.
6. Only adults preparing food are permitted access to the kitchen area.
7. NO SMOKING in the kitchen at any time.
8. NO CHILDREN in the kitchen at any time.

You are advised that you must adhere to the times agreed as stated in your letting agreement. Please make sure adequate time is left before the end of your let to ensure the kitchen is left clean and tidy.



19 Annex D:

Conditions of Hire for Trust Premises

1. All applications for the hire of accommodation must be made in writing at least two weeks before the accommodation is required. The person who signs the application will be considered by the Trust for all purposes to be the hirer. Where a promoting organisation is named in the application for hire that organisation will be similarly considered to be the hirer and will be jointly and severally liable hereon with the person who signs the application. The Trust reserves the right to impose further conditions to meet the particular requirements of the hirer and may, at their absolute discretion and without reason being given, refuse to grant any application for the hire of accommodation and facilities or cancel without notice any hiring previously accepted.
2. The charges for the hired accommodation and any other additional sums payable by the hirer will be as set out in the Trust's scale of charges or as otherwise determined by or on behalf of the Trust. The Trust may at their absolute discretion and without reason being given require a deposit from the hirer in addition to the charges for accommodation. Such a deposit will be returnable after the hiring provided there has not been any breach of Conditions 10 and 20.
3. The numbers of persons attending the function must be notified to the Trust not less than 48 hours prior to the function. Numbers notified are not to be exceeded under any circumstances except by prior agreement in writing. In no case will persons be admitted to social functions after 10.00pm and in all cases use of the accommodation must be terminated no later than 11pm (Saturdays 12 midnight).
4. The hirer shall provide at the hirer's cost such numbers of attendants and stewards as may, in the opinion of the Trust or their authorised officer, be necessary to secure the observance and performance of the stipulations contained in these Conditions including those relating to the observance of fire precautions. Such attendants and stewards shall be the servants of the hirer but will comply with the reasonable requirements of the Trust in the performance of their duties.
5. If the hirer fails to observe and perform any one or more of the stipulations contained herein the Trust may: a) charge to and recover from the hirer any expenses incurred by the Trust in engaging police constables or other persons to secure such observance and performances: b) Cancel any other engagements for any room or rooms in the hired premises that the hirer may have made without incurring any liability to the Trust whatsoever other than for the return of any fee paid. c) Charge to the hirer the cost of clearing the premises of litter in accordance with the provisions of the Environmental Protection Act 1990.
6. Specific written permission from the Trust must be obtained by the hirer before intoxicating drinks may be brought onto the premises. The sale of intoxicating liquor at the hired premises may only be undertaken by the current holder(s) of a Justices Licence and in accordance with the provision



of that Licence. The hirer is responsible in all respects for applying for and ensuring compliance with any such Licence.

7. The hirer shall, if required by the Trust, supply for approval, a copy of the programme of any proposed entertainment not less than 7 days before the presentation of such entertainment.

8. No copyright, dramatic or musical work shall be performed or sung without the licence of the owner of the copyright and all such licences shall be produced to the Trust before the commencement of the hiring. The hirer shall indemnify the Trust against any infringement of copyright which may occur during the hiring.

9. The hiring does not entitle the hirer to use or enter the premises at any time other than the specified hours for which the accommodation is hired unless prior arrangements have been made with the Trust which will grant reasonable access before and after the hiring period in accordance with the availability of the accommodation.

10. The hirer shall take good care of and shall not cause any damage or permit or suffer any damage to be done to the hired premises or to any part or parts thereof or to any fittings, equipment or other property therein and shall make good and pay for the damage thereto (including accidental damage) caused by any act of neglect of the hirer, the hirer's servants, agents or any person resorting to the hired premises by reason of the use of the hired premises by the hirer.

11. The Trust will not accept responsibility or liability in respect of any damage or theft or loss of any property, goods, articles or things whatsoever placed, deposited, brought into or left upon the hired premises either by the hirer for the hirer's use or purpose or by any other person, or left or deposited with any officer or servant of the Trust and the hirer must indemnify and hold the Trust and their servants and officers harmless in respect thereof. It is the responsibility of the hirer to provide cloakroom attendants, and Trust employees are not permitted to assist in the cloakrooms.

12. The Trust shall not be liable for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, Government restriction, strike, Act of God, or any unforeseen circumstances which may cause the premises to be temporarily closed or the hiring to be interrupted or cancelled.

13. The hirer shall be liable for and shall indemnify the Trust in respect of any loss, damage or injury which may be incurred by or be done or happen to the hirer or any person in the hirer's employ or any of the hirer's sub-contractors or by or to any other person or persons resorting to the hired premises by reason of the use of the hired premises by the hirer.

14. The Trust may require any hirer to disclose to them the arrangements (including any insurance in relation to any liability) made or effected by the hirer for damage accepted by the hirer, or in relation to any indemnity hereby given.



15. The hirer shall not himself let, hire, or licence to any other person to let the hired premises or any other part thereof. Should the hirer fail to comply with this condition the hiring will stand cancelled and charges paid forfeited and the hirer and sub-hirer excluded from the accommodation.

16. The right of entry to the hired premises is reserved at any time during the hiring to any member of the Trust, any officer of the Trust on duty, any police officer on duty and any other person (whether employed by the Trust or not) lawfully undertaking duties connected with the safety or security of the accommodation, or with the health, safety or welfare of the persons therein.

17. The hirer, the hirer's servants, agents, and contractors shall during the hiring and during such other times as they or any of them shall be in the hired premises for the purpose of hiring comply with all reasonable requirements of the Trust or their authorised officer.

18. The hirer shall during the hiring be responsible for:

- a) The efficient supervision of the hired premises including the effective control and safeguarding of children, the orderly and safe admission and departure of persons to and from the hired premises and the orderly and safe clearance of the hired premises in case of emergency;
- b) The safety of the hired premises and the preservation of good order and decency therein;
- c) Ensuring all doors giving egress from the hired premises shall be kept unfastened and unobstructed and immediately available for exit during the whole time the hired premises are in use and no obstruction shall be placed or allowed to remain in any corridor giving access to the hired premises.

19. Except with the consent in writing of the Trust the hirer shall not cause or suffer any animal in the hirer's charge or in the possession of any person resorting to the hired premises during the hiring to enter or remain in the hired premises.

20. The hirer shall at the expiration of the period of the hiring leave the premises in a clean and orderly state. Hirers are reminded that in accordance with their duties under the Environmental Protection Act 1990, the Trust require the premises to be left free of litter. Failure to clear the premises of litter after use may result in the Trust charging the hirer the cost to them of so clearing, and repeating failure to remove litter after use may result in the cancellation without notice of any hiring in accordance with condition 1 hereof.

21. No inflammable materials shall be allowed within six feet of any light in the building.

22. No bolts, nails, tacks, screws, bits, pins, or other like objects shall be driven into any part of the hired premises nor shall any placards or other articles be fixed thereto.

23. The Trust or any person so authorised by the Trust can stop any entertainment or meeting not properly conducted.



24. No publicity or advertising material, flags, notices, emblems, or other decorations shall be displayed within the grounds and premises of the hired premises or on the gates, walls, fences, and hedges forming the boundary of the premises without the previous consent in writing of the Trust.
25. Any lighting and audio/visual equipment supplied by the Trust shall at all times be operated by persons employed by the Trust for that purpose and no other person whatsoever shall operate or attempt to operate or interfere with the lighting or audio/visual equipment without express prior permission.
26. No additional lights or extensions form the existing electric light fittings, nor audio/visual equipment provided by the hirer or his agents shall be used without the previous consent of the Trust, and any such lights, extensions or equipment shall be disconnected or switched off if any authorised officer of the Trust so requires.
27. No persons other than persons directly concerned with the presentation of any function shall be permitted on the stage or in the ancillary adjoining the stage.
28. Except with the previous consent in writing of the Trust, no part of the hired premises shall be used by the hirer for the sale of anything whether by auction or otherwise except when the hired premises are specifically hired for the purpose of holding such a sale.
29. The property of the hirer and the hirer's agents must be removed following the period of hiring or additional fees will be charged for each or part day until the same is removed. The Trust accepts no responsibility for any property left on the premises after the hiring.
30. Smoking, including e-cigarette/vapes. is prohibited on and around site.
31. All scenery and costumes used for performances and the like must be fire retardant.
32. The express written permission of the Trust must be obtained for the use of streamers, balloons, or confetti.
33. No exit may be blocked, chairs or obstructions placed in corridors or internal doorways, or fire appliances tampered with or removed. Please refer to condition 18.
34. Any special staging or equipment required and provided by the hirer shall be a matter of negotiation between the hirer and the Trust's authorised officer.
35. If the hirer wishes to cancel a single booking at least 3 clear working days, excluding bank holidays, written notice shall be given. For cancellation of block bookings, at least 21 days written notice is required for the complete cancellation of the whole booking. For cancellation of dates made



within a block booking, at least 3 clear working days, excluding bank holidays, written notice shall be given otherwise the Trust shall be entitled to retain the fees paid. If, as a result of such cancellation, the Trust incurs a loss in excess of the fees paid by the hirer, the hirer shall pay to the Trust as liquidated damages the amount of such loss. For block bookings, a refund will only be given where the facilities are not available due to unforeseen circumstances. (A working day is classed as Monday to Friday 9am to 5pm.)

36. Any complaint arising out of the hiring must be made in writing to the Trust.

37. Any notice, demand, or request by the Trust to or upon the hirer may be sent by ordinary pre-paid post addressed to the hirer at the hirer's address given in the hirer's application and shall be deemed to be made or served at the time when the letter containing the same would be delivered in the ordinary course of post.

38. The hirer is requested to contact the Trust to obtain details of the prevailing fire precautions and security arrangements.

39. The hirer is to be responsible for the conduct of his/her own employees, agents and contractors including all health, safety, and welfare matters. The hirer must make his/her arrangements in such a way as to ensure at all times:-

- (i) Compliance by him/her of his/her responsibility under the Health and Safety at Work Act; and,
- (ii) Compliance and co-operation by himself/herself and his/her employees, agents and contractors with any arrangements made by the Trust for security of the hired premises or any part thereof or to secure compliance with any duty or requirement in relation to health and safety at work.

40. The hirer shall be responsible for (and shall indemnify the Trust against any breach) compliance with any statutory provisions relating to the preparation, display, and sale of food for human consumption,

41. The hire of accommodation does not include any right to car parking accommodation, except that vehicles bringing passengers, exhibits, fittings etc., may stand in such part of the car parking area surrounding the premises as the Trust may determine for such time as necessary at their own risk.

Where application for hire is for an unspecified period, users should renew their application as necessary for each Trust year (i.e. commencing September). Such renewed application should be made not later than the end of the preceding May. Applicants are asked to notify the Trust immediately in the event of there being a change in the name and address of the person with whom the Trust should communicate regarding the letting arrangement.