



Lettings Terms & Conditions

Lettings Documentation

- All formal hiring of the Colleges premises, including those that are free of charge, shall be properly documented
- All hirers must create an account on the school hire website. The account holder will be the hirer

Furniture and Equipment

- The hirer's use of the hired premises shall be deemed to include the use of chairs and tables only. For the Astro pitches, the goals are included
- The arrangement of furniture and or the use of additional furniture or equipment will require the specific approval. Such use may be subject to the scale of charges published
- Where additional equipment is required by the hirer this will be subject to an additional charge according to the published scale

Safeguarding

- Where the premises are hired by groups that include young people or vulnerable adults, the group must have a safeguarding statement and policy, clear and robust safeguarding procedures, and enhanced DBS checks in place
- The hirer will be asked to supply a copy of their safeguarding statement and policy at the time of booking
- In line with our obligations under the Prevent strategy, the College will need to confirm the purpose of the hire as bookings cannot be accepted from any individual or organisation who may have links with extremist groups

Insurance

- The hirer's use of the hired premises is conditional on the hirer holding appropriate public liability insurance. The hirer will be asked to supply a copy of their public liability insurance at the time of booking

Fee

- The fee payable for the hiring shall be calculated in accordance with the scale of charges as determined by Exmouth Community College. Exmouth Community College reserve the right to alter or revise the charges at any time
- Long term regular hirers, will have a choice of:
 1. Payment in full at the time of booking
 2. Payment schedule
- For one off bookings, the payment schedule option will not be available

Cancellations

- Governors reserve the right to recover any cost incurred by the College which are unavoidable and result directly from the cancellation of a letting.

Cancellation Charges:

- (i) 10% if the cancellation is received at least 10 working days before hire
- (ii) 25% if cancellation notice is received between 5 working days and 10 working days before the hire
- (iii) 50% if cancellation notice is received between 1 working day and 5 working days before hire
- (iv) 100% if cancellation notice is less than 1 working day before hire

- Exmouth Community College events will take precedence over any hired event
- Bookings are subject to the premises not being subsequently required for Parliamentary or Local Government elections or other statutory purpose

Health, Safety and Condition of Premises

- Fire Safety & Evacuation
 1. Once the booking has been confirmed, the hirer will have access to the document 'Fire Safety & Evacuation Guidance for Lettings'
 2. Hirers must become familiar with and ensure that all users in the group are aware of the procedures
- Asbestos
 1. Once the booking has been confirmed, the hirer will have access to the document 'Asbestos Policy & Management Plan'
 2. Hirers must become familiar with and ensure that all users in the group are aware of the procedures
- The hirer shall be responsible for
 1. Taking all measures necessary to ensure that the permitted number of persons using the hired premises is not exceeded
 2. The efficient supervision of the hired premises and for the orderly use thereof including the observance of the policy on no smoking on College premises
 3. Ensuring that all proper safety measures are taken for the protection of the users of the premises and equipment including adequate adult supervision where young people are concerned

Restrictions

- No nails, tacks, screws nor other like objects shall be driven into any part of the hired premises nor shall any placards, decorations or other articles be fixed thereto. No alterations or additions to any electrical installations, either permanent or temporary on the hired premises may be made without the written approval. Electrical apparatus must be switched off after use and plugs removed from sockets
- Exmouth Community College will normally insist upon continuous caretaking presence during site opening hours

Kitchen Facilities

- Kitchen facilities and equipment for the preparation of refreshments are not included in the hiring unless prior approval has been given.

Licences

- The hired premises shall not be used for the sale or supply of intoxicating liquor, or the holding of any public entertainment, theatrical performance, film exhibition, lottery or similar function without consent, and such consent shall be subject to the hirer first obtaining the necessary licence or permission required under current legislation. A copy of the licence must be provided to the College. For information on licences visit: www.eastdevon.gov.uk

Sub-letting

- The hirer shall not sub-let the hired premises or any part thereof and in the event of this condition being breached or any threat thereof then the hiring will be cancelled, the charges forfeited and the hirer and sub-hirer excluded from the hired premises

DECLARATION BY HIRER

By ticking the box, I confirm that I have read and understood and agree to comply with the above terms and conditions relating to the hire of the College facilities, together with any additional conditions which may be specified by the College or Governors and that I am over 18 years of age.