



## Lettings Information for Hirers

### Facilities

We have our main hall with a large stage. The hall can accommodate up to 240 chairs, theatre style. We also have 3 dance/drama studios.

The main hall is in daily school use during term time for a wide variety of activities including assemblies and dining. The stage and drama studios are also regularly used. The main hall is also used by the school on some evenings in term time, for example for productions and other school events. Every effort is made to keep these spaces as clear areas and to use them in a way that supports regular community access. However hirers should be aware of the dual use nature of the facility when planning productions.

### Audience Facilities

Access for the audience is through the main reception entrance. This entrance has CCTV which can be monitored by the caretaker.

There is full disabled access from the main reception entrance along with toilets, including a disabled toilet.

### Role of Caretaker

There will be a caretaker on site at all times, however a shift system operates so there may be a changeover of staff during longer lettings.

The caretaker will unlock the required areas, help with any queries and help to keep the premises healthy and safe during the let. The caretaker will check and refresh the front of house toilets, and will monitor the site, including by CCTV. The caretaker will provide bin bags upon request.

The caretaker will inform the person in charge of the shift time changes and how each caretaker can be contacted if needed. Information will be passed on to the next caretaker on shift.

The school has a defibrillator and the caretaker can obtain this in the event of an emergency.

All caretakers have been DBS checked and vetted in accordance with safeguarding regulations for schools.

### Role of Person in Charge

Hirers are expected to ensure the highest standards of behaviour during the let, for the comfort and safety of all people on site and the best possible care of the school and its facilities and equipment. This includes keeping areas clean and organised, ensuring adequate supervision of children and supporting the school's no smoking policy.

The hirer will need to nominate a person in charge to be the main point of contact with the caretaker. The person in charge should make contact with the caretaker at the start of the let to confirm arrangements, including for example when doors need to be unlocked and re-locked, when the toilets could be checked, and when the audience is expected to arrive and leave. The person in charge should ensure that the caretaker knows how to contact them during the let, if necessary.

The person in charge may nominate other responsible adults to assist them, and should ensure that the caretaker is informed of this. The person in charge or another nominated responsible person should confirm with the caretaker at the end of the let that the building is clear, and if necessary check all areas with the caretaker. If the letting finishes after 11pm, it is helpful if the person in charge or a nominated responsible person can wait for the caretaker to set the alarm and leave the premises together.

### Public Liability Insurance

Evidence of £5 million public liability insurance will also be required in advance for all but small non-profit making organisations (who are covered by the school's insurance) and must cover all aspects of the hire for all people involved (and not just the hirer as an individual).

## Charges

The school's delegated budget (which is provided for the education of students) must not be used to subsidise community or commercial lettings. The school is only able to fund use of the premises for school activities and events such as staff meetings, parents' meetings, Governing Body meetings and extra-curricular activities of students supervised by school staff.

Charging rates take account of the following costs of lettings:

- energy (heat and light)
- cleaning and consumables (including use of toilets)
- wear and tear on equipment
- cost of staffing the let (including on-costs)
- administration
- "profit" element to allow reinvestment into the service and to support the school budget

All time required by the hirer must be booked ahead in writing on the Booking Form (available on website). All time will be charged (**including set up time and get-out time**).

The rates effective from 01 December 2021 are as follows:

<b>Hall Gym Studio</b>	<b>Term time: Monday to Friday</b> (School holidays: 07:00 – 17:00)	<b>Saturdays and Sundays</b> (School holidays: 17:00 onwards)
Community non- profit making users (e.g. voluntary group run on not-for-profit basis)	£25.00 per hour/ per room	£30.00 per hour/ per room Additional charges: £20 per day for opening £20 per day for closing
Commercial organisations (e.g. dance or theatre group run as a business)	£30.00 per hour/ per room	£35.00 per hour/ per room Additional charges: £21 per day for opening £21 per day for closing

## Payment Terms

Payment must be made in advance of hire. A 10% deposit is required when making a booking for the main hall. The balance is due 2 weeks before the hire.

## How to Book

Please email [lettings@heanorgate.derbyshire.sch.uk](mailto:lettings@heanorgate.derbyshire.sch.uk) or telephone 01773 716396.

A quotation and the School Lettings Booking Form, along with terms and conditions, will be provided. If acceptable to the hirer, a 10% deposit and signed Booking Form will secure the hire.

An invoice for the balance will be sent 6 weeks before the hire, with payment required within 30 days i.e. 14 days in advance of the hire.

Cheques should be made payable to Heanor Gate Spencer Academy.