

Heritage Park Primary School

Lettings Policy



Approved by: Senior Leadership Team

Last reviewed on: July 2026

Next review due by: July 2027

HERITAGE PARK PRIMARY SCHOOL

POLICY STATEMENT FOR LETTINGS

1.0 Lettings Fees

- 1.1 Non commercial lettings (e.g. wedding receptions, uniformed organisations).

Weekdays/Weekends

Main hall, community hall or field £28.00 an hour

(Minimum two hour booking fee)

These charges include Hirers' Liability Insurance Cover and will cover caretaking fees, wear and tear and administrative costs. Costs are charged at a cost plus a profit margin which is determined by the governing body.

Charges must be paid within 30 days of the invoice.

2.0 Conditions of hire

- 2.1 Applications for the hire of the hall(s) must be made in writing using the enclosed form. A deposit of 25% of the total charges payable is due with the application and the balance must be paid one week before the letting date. In the event of a revision of the charges for the hire after the date of application, and before a hiring is confirmed by the school governors, the hirer shall pay the revised charge.
- 2.2 The hirer may cancel a booking upon giving fourteen days notice in writing. If the room is not re-let on the date or dates in question, the deposit will be forfeited. If a hiring is cancelled within fourteen days of the date of the hiring, the hirer will pay to the school the balance of the charges due.
- 2.3 The school governors reserve the right by notice to the hirer to terminate the hiring at any time for reasons outside the control of the school governors and to return to the hirer any monies paid by way of a deposit. However, the governors shall not be under any liability to the hirer for any loss or damage that he or she may sustain arising out of the termination.
- 2.4 The hirer shall not assign the benefit or burden of the hiring or sublet the premises or any part thereof.

3.0 Facilities available

3.1 The capacity of the halls is set out below.

Main hall	400 standing	200 seated
Community hall	80 standing	40 seated

4.0 Licences

4.1 The conditions attached to the public entertainments licence and the stage play licences shall be duly observed. A copy of such licences may be seen on application and the hirer shall be deemed to have had notice of all such conditions.

4.2 No excisable liquor shall be sold unless either an occasional licence or an occasional permission has been obtained by the hirer or on his or her behalf. The hirer shall ensure that any conditions attached to such licence or permission are complied with.

4.3 The hirer shall not use the premises or any part thereof for a performance for which copyright subsists without the consent of the owner of the said copyright or in any manner infringe any subsisting copyright.

4.4. The hirer shall comply with the conditions of the licence granted by the Performing Rights Society Ltd, and shall furnish to the council, immediately after the end of the hiring, a complete list of all songs sung and music performed giving the information required by the Society in respect of each item. A special form will be supplied to the hirer.

4.5 If any part of the premises are to be used for purposes of gaming or games of chance of any description, the hirer shall be responsible for securing that the provisions of the Betting, Gaming and Lotteries Act 1963, the Gaming Act 1968, or any subsequent amending Act are fully observed and complied with.

5.0 Hirers responsibilities

5.1 No nail or fastening of any kind shall be driven or put into any wall, partition, pillar or other fittings or furniture.

5.2 All health and safety regulations are expected to be followed and electrical equipment must not be brought into the premises unless the equipment has been checked and has a current certificate to confirm that it complies with the Electricity at Work regulations.

- 5.3 The hirer shall repay to the school governors on demand the cost of reinstating or replacing or preparing any part or parts of the premises, including any of the furniture and fittings therein contained, which shall be damaged, destroyed, stolen or removed as a result of the negligence of the hirer or his invitees, servants or agents during the period of the hire.
- 5.4 The hirer accepts that they should familiarise themselves with the position of telephones, means of escape (and ensuring escape routes are kept clear and available), fire alarms and fire fighting equipment. Notices regarding the procedures in relation to action in the event of fire should also be studied and the information disseminated. The hirer should ensure that areas are kept free from trips, slips or hazards. A record of attendance should be created.
- 5.5 In the event of a fire, the person discovering the fire should sound the nearest fire alarm. People should exit through the nearest available fire exit and close the door behind them as they leave. The assembly point will be in the staff car park and people should stay there until the emergency services arrive.
- 5.5 People known to have caused any problems inside or outside on any previous occasion or are clearly the worse for drink must be refused admission.
- 5.6 Newspaper advertisements should include the words "No admission after 10pm. No re-admission at anytime. The organisers have the right to refuse admission."
- 5.7 At no time must bottles or glasses be left lying about in any part of the premises.
- 5.8 No smoking regulations apply to the whole of the school site.
- 5.9 No vehicles are allowed on to the field without prior consent.
- 5.10 The hirer should ensure the building is vacated by the agreed time and inform the school the following working day of any hazards, accidents or maintenance issues.

6.0 Car parking

- 6.1 Parking of cars is permitted in the school car park but at the owners' risk. Parking will only be possible during the day if space is available.

7.0 General

- 7.1 All applications to hire any part of the school premises will be considered by the Headteacher. Letting applications should be made through the school office via the office email address. The Headteacher reserves the right to refuse any application.

- 7.2 The governors reserve the right unto themselves, their officers, servants and agents a right of entry to every part of the premises at any time when duly authorised to enter.
- 7.3 The wearing of footwear of any kind which is liable to cause damage to the floor of the main hall is prohibited. Certain lettings would require the hirer to protect the floor with a suitable covering. This requirement is at the discretion of the governing body.
- 7.4 The Headteacher may by arrangement, allow a hirer reasonable time to clear up and remove property either at the end of the hiring or on the following morning. In any event the premises must be clear of all property by 8.00am on Monday to Friday mornings and by 9am on Saturday and Sunday mornings. The school accept no liability for equipment remaining on the premises. If the community kitchen and equipment are used they are to be left in a clean and tidy condition at the end of the function. If the premises are left in a dirty and untidy state, then any extra cleaning costs will be recoverable from the hirer.
- 7.5 The premises are subject to the normal Sunday trading laws under the Shops Act 1950 and only restricted items may be sold on a Sunday. Details of these may be obtained from the City Council offices.
- 7.6 Lettings to the Friends of Heritage Park Primary School are to be made free of charge.
- 7.7 Where the school is used as a polling station, the relevant authority will be charged the actual additional costs incurred by the school.
- 7.8 The school premises will not be let to individuals or organisations if there is reason to believe that the school name will be brought into disrepute.

PETERBOROUGH CITY COUNCIL EDUCATION COMMITTEE
APPLICATION FOR THE HIRE OF SCHOOL PREMISES

Name of School **HERITAGE PARK PRIMARY SCHOOL**

Room

Are the use of school meals facilities required, if so indicate time required?

Date(s) of hire:

Between the hours of:

Scale (£) per hour:

Nature of functions for which premises are required:

I certify that I am not less than 18 years of age, and I have read and agreed to be bound by the Regulations governing the letting of the schools in Peterborough for the time being in force, that I accept responsibility for observance of the Regulations, and agree to pay on demand the lettings charge, Caretaker's fees, and any cleaning charges which may arise and result from this letting.

I hereby indemnify the Education Authority against all claims in respect of injury, loss or damage (including damage to the school premises) arising from this letting. In requiring this undertaking the Education Authority does not seek to absolve itself or any employees from liability as owners/occupiers of the premises.

Signed:

Name (please print):

Organisation (if any):

Date:

Address:

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Telephone:

Please return this form to school before date of hire.