

# LONGLEY PARK SIXTH FORM COLLEGE

## LETTINGS PROCEDURE

Originator:	Rob Ellis, Estates & Operations Manager
Date of Last Approval:	9 <sup>th</sup> July 2008
Approval/review by:	Resources Committee
Review interval (years):	1
Date of next review/approval:	September 2012

## LETTINGS PROCEDURE

### 1. Purpose

This procedure outlines the actions to be taken in response to an expression of interest in hiring the College premises.

### 2. Scope

All enquiries for hiring of part/whole premises of the College.

### 3. Responsibilities

- Consideration as to the availability of premises taking into account teaching and learning, risks associated with security, and health, safety and the environment.
- Consideration as to charges to be levied.
- Consideration as to whether the booking does not in any way conflict with any of the operations of the College or presents any adverse publicity.
- Decision as to whether or not to proceed with letting.

### 4. Definitions

Not applicable

### 5. References

- Hospitality procedure
- Financial Regulations (Invoicing procedure)
- Health & Safety Policy (Induction procedure)
- Emergency Action Policy (Fire evacuation procedure)
- Disability Equality Duty (Accessibility policy)

### 6. Procedure

Terms and conditions will be provided to the organising party at the time of booking. The person making the booking must accept the conditions of the booking and any other instruction given at the time otherwise the use of the facilities may be withdrawn.

The College does not accept any responsibility if the event is cancelled for whatever reason and if the person(s) making the booking incur any additional cost.

A bond may be asked for as payment against any booking and will be returned in full after the event is taken place. The bond may be used as payment to replace any items that are damaged or towards costs for excessive wear and tear or excessive use of the facilities over and above what was agreed at the time of booking.

The College reserves the right to refuse any booking without giving any reason.

## LETTINGS PROCEDURE NOTES

### LETTINGS OF COLLEGE FACILITIES

#### Enquiries

1. All enquiries, whether by letter, telephone, or in person, will be referred to the Estates & Operations Manager (E & O Manager).
2. The E & O Manager will first consider the College's operational requirements to establish whether a booking will be possible. If a booking is possible, the E & O Manager will then look at the client's needs, seeking additional information as appropriate from the client to establish if the venue is available. Reference will be made to the Schedule of Hire Charges to identify the costs involved and this will be communicated back to the person making the enquiry.
3. If it is possible to satisfy the client's requirements the E & O Manager will:-
  - (i) Provisionally book accommodation for the client and
  - (ii) Send to the client an appropriate letter (Appendix 1) together with a Booking request form (Appendix 2)
4. If it is not possible to satisfy the client's requirements, the E & O Manager will send an appropriate letter to the client (Appendix 3)

#### Confirmed Bookings

1. On receipt, all External Facilities Booking Forms will be passed to the E & O Manager
2. The E & O Manager will:
  - 2.1 Check and confirm the booking details contained in the External Facilities Booking Form to those contained in the provisional booking;
  - 2.2 Issue a letter to the client confirming the booking (Appendix 4);
  - 2.3 Add the booking to the Weekly Room Booking List(s);
  - 2.4 Forward the Hospitality Request Form (if returned) to the Catering Manager.

#### Invoicing

The E & O Manager will request an invoice for the Hire Fee from the Finance Team.

Dear

**HIRE OF COLLEGE FACILITIES**

Further to your recent enquiry about the possibility of hiring College facilities, I am pleased to inform you that we can be of assistance.

I have *provisionally* booked facilities as indicated below:

FACILITIES:

DATES OF HIRE:

TIMES OF USE:

PROVISIONAL FEE:

In order to *confirm* the booking, you need to submit an External Facilities Booking Form.

Enclosed you will find a Lettings Pack, containing an External Facilities Booking Form , the Conditions of Hire, a Hospitality Request Form, and a Site Plan.

Please return the completed External Facilities Booking Form to me as soon as possible, so that your booking may be confirmed. If you do not hear from me within two weeks of the dispatch of your External Facilities Booking Form please telephone to check we have received it.

Yours sincerely

**ESTATES & OPERATIONS MANAGER**

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### EXTERNAL FACILITIES BOOKING REQUEST FORM

To apply for the hire of College premises this form must be completed and submitted to Linda Webster, Longley Park Sixth Form College, Horninglow Road, Sheffield, S5 6SG.

Before completing the form, please read carefully the Conditions of Hire. All information requested *must* be provided - additional information may be provided on a separate sheet if necessary.

Date of booking: ..... Date of event: .....

Start time (including setting up, etc): .....

Finish time (including packing up): .....

Room requested (tick applicable box):

Classroom (excl VAT)	
Conference Room (excl VAT)	
Dance Studio (excl VAT)	
Drama Studio (excl VAT)	
Café (excl VAT)	
Plaza (excl VAT)	

Name of organisation: .....

Contact person: ..... Tel: ..... Email: .....

Address: .....

1. If the booking is for the Dance/Drama Area, how many people are expected in the audience?

.....

2. Please give details of any catering requirements. The College will forward a quotation for these.

Finger Buffet One (£5 per person)	
Finger Buffet Two (£5 per person)	
Tea (60p per person)	
Coffee (75p per person)	

Tea & Biscuits (£1.10 per person)	
Coffee & Biscuits (£1.25 per person)	
Still water (85p per person)	
Sparkling water (85p per person)	
Fruit Juice (£1 per person)	

3. Please note that all visitors will be expected to show an invitation on arrival (if applicable) or other means that they have genuine business at the College for your event otherwise they could be refused entry or delayed in entering the building. You will need to take this into consideration as part of your booking arrangements as the College is a secure building and we do not allow open access to the general public during main or low occupancy periods. Parking is limited and availability will be dependant on requirements. Please note if more parking is required that what the College can provide, visitors may be asked to park offsite giving consideration to our local residents.

**Please note that the College does not have a Public Entertainment or Liquor Licence. It is therefore not possible to host events where tickets have been on sale to the general public.**

**The College also has a responsibility to be a good neighbour and cannot accept bookings for certain types of music or other performances that may impact unreasonably on the local community. By signing below you understand these conditions.**

The booking should be confirmed with the signature of the Head or equivalent. If applicable, please provide a Purchase Order Number.

Signature: ..... Date: .....

Print Name: .....

**Changes to the booking. Please be aware that any changes to the booking arrangements will not be accepted unless reasonable notice is provided.**

**Changes to any of the layout of rooms/areas or any catering arrangements must be agreed 24 hours in advance of the event.**

**LONGLEY PARK SIXTH FORM COLLEGE  
HIRE OF COLLEGE FACILITIES  
CONDITIONS OF HIRE**

**1. General Conditions**

- 1.1 Applications for the use of College premises must be made to the Estates & Operations Manager. The person signing the application will be deemed to be the Hirer, and must accept responsibility for ensuring compliance with the Conditions of Hire as set out below.
- 1.2 The College reserves the right to cancel any letting if the accommodation is required for another purpose. In these circumstances, the Hirer will normally be reimbursed his hiring fee or offered equivalent accommodation on that occasion or on a future suitable date.
- 1.3 Any intention on the part of the Hirer to cancel a letting must be notified to the Estates & Operations Manager as soon as possible. The College reserves the right to charge a booking fee in the event of a cancellation.
- 1.4 THE HIRER SHALL COMPLY WITH HEALTH & SAFETY REGULATIONS APPROPRIATE TO THE INTENDED USE OF THE PREMISES.
- 1.5 THE COLLEGE OPERATES A NO-SMOKING POLICY THROUGHOUT THE WHOLE OF ITS PREMISES. THE HIRER IS ADVISED TO INFORM PARTICIPANTS IN ANY OF THEIR EVENTS OF THIS POLICY, AND WILL BE EXPECTED TO ENSURE THAT IT IS COMPLIED WITH.
- 1.6 The College shall indemnify the Hirer against any claims, costs, or expenses which may arise as a consequence of the provision of *hiring* due to any negligence or wrongful act by the College, its employees, servants or agents. The Hirer shall indemnify the College against any claims, costs, or expenses which may arise as a consequence of the provision of *hiring* due to any negligence or wrongful act by the Hirer, its employees, servants, or agents. The Hirer is advised to possess public liability insurance.
- 1.7 The College or any of its Authorised Officers shall for the purpose of inspection have right of access at all times to areas which are the subject of a letting. Authorised Officers may take such steps as necessary, including the immediate termination of a meeting, entertainment, or other proceedings, to safeguard the property of the Corporation and the safety of persons thereon.
- 1.8 The College may terminate any letting agreement with immediate effect should it be satisfied that there has been a failure to comply with any of these Regulations or any other action against the best interest of the Corporation.
- 1.9 The College will not accept any changes to any of the booking arrangements unless reasonable notice is provided. Changes to any of the layout of rooms/areas or any catering arrangements **must be agreed 24 hours in advance** of the event.

## **2. Purpose of Hire**

- 2.1 Every person applying for the use of rooms shall specify the purpose for which they are required. The College reserves the right to refuse or cancel a letting agreement if it deems the purpose of the hire to be inappropriate.
- 2.2 If the rooms are used for a purpose different from that for which they are taken, officers of the College may at any time put a stop to the entertainment, meeting or proceedings.
- 2.3 The premises shall NOT be used for any unlawful purpose.
- 2.4 If it is intended to organise a public performance or entertainment, or performance of music, singing or dancing to which members of the public are to be admitted, Hirers MUST consult with the Estates & Operations Manager **in advance** to ensure that the premises are adequately licensed for the purpose before submitting a firm application.
- 2.5 The premises are NOT licensed for the sale or consumption of alcohol and liquor. If such activity is to take place, the prior agreement of the College must be obtained, and if this is forthcoming, it shall be the responsibility of the Hirer to obtain, prior to use, the necessary license. The license shall be available for inspection on demand by any Police Officer or authorised officer of the Corporation.
- 2.6 The premises may NOT be used for the exhibition of pictures or other optical effects by means of cinematography or other similar apparatus for the purpose of which inflammable films are used.

## **3. Payment**

- 3.1 Hirers will be informed, at the time the application is approved, of the Hire Fee for the use of the facilities required.
- 3.2 Payment will be made either in advance, at the time when the letting is confirmed, or retrospectively as determined by the College, on receipt of an invoice. If the College incurs additional costs beyond those covered by the Hire Fee, for example if there is damage, or the need for the caretakers/cleaners to work longer than expected after the letting, the Hirer will pay any subsequent account sent by the College.
- 3.3 It should be distinctly understood that the charges made for the facilities are inclusive of all payments to College staff from whom no additional services are to be asked by the Hirer. No payment or gratuities of any kind should be made direct to College staff by the Hirer.

## **4. Supervision and Safety**

- 4.1 The Hirer is responsible for providing supervision during the course of the letting and must satisfy the Estates & Operations Manager that the arrangements being made are adequate.
- 4.2 The Hirer, or responsible person nominated by him in writing, shall be in charge of and be present upon the hired part of the premises during the whole time of the letting, and there shall be during that time a sufficient staff of competent attendants on duty on the premises. The person in charge shall not be engaged in any duties which

will prevent him/her from exercising general supervision of the hired premises and the activities taking place therein.

- 4.3 Section 12(1) of the Children and Young Persons Act provides that when the number of children attending an entertainment exceeds one hundred, it shall be the duty of the person providing the entertainment to provide an effective group of properly instructed stewards to prevent more children being admitted than the building can properly accommodate and to take all other reasonable precautions for the safety and welfare (including CRB or other where necessary) of the children. This requirement must be observed by the Hirer.
- 4.4 The Hirer shall ascertain and comply with any special fire precautions, requirements contained in music, singing and dancing, theatre or other licenses appropriate to the intended use of the premises. The use of smoke machines/dry ice is prohibited unless given prior permission.
- 4.5 The Hirer is responsible for making sure that suitable arrangements are in place for anyone with any disability or access arrangements for the event taking place.
- 4.6 If there is any strobe lighting to be used as part of the hire, this must be clearly communicated so anyone with any pre existing medical conditions is fully aware of the risks.

## **5. Damage, etc**

- 5.1 The Hirer must accept responsibility for any damage caused to the grounds, buildings, fixtures, fittings, furniture and equipment resulting from the letting. Every precaution must be taken to avoid such damage, and the Hirer will be required to meet the costs as assessed by the College, of making good any damage, however caused.
- 5.2 The Hirer shall ensure that no person having the use of facilities shall:
  - (a) interfere with the gas, electric, fire detection, water or light fittings or other fixtures;
  - (b) block up windows
  - (c) drive any nails, screws or other like articles or instruments into the floor, walls or any part of the building or affix any machinery, placard or other articles thereto;
  - (d) affix notices other than to notice boards provided for that purpose.
- 5.3 Footwear which is likely to cause damage to floors must not be worn. French chalk or its equivalent must not be put down when the Hall is used for dancing.
- 5.4 College premises must be left clean and tidy after use.

## **6. Additional Furniture, etc**

- 6.1 Rooms are let as they stand. No furniture shall either be moved into or removed from any such rooms without previous sanction nor shall desks, forms or other articles be piled one upon another. Persons desiring to bring any additional furniture into a room, public area, studio or hall must make special application for the purpose.

- 6.2 The Hirer shall proceed to remove furniture, decorations and other materials introduced into the premises by or on behalf of the Hirer immediately the entertainment, meeting or proceedings close, and such removal shall be effected within one hour of the close of the entertainment, meeting or proceedings, except by special arrangement.

If the hirer fails to comply with this requirement, the College shall be at liberty to move all such items immediately to a covered place and the College shall not be liable for any loss or damage caused thereby. The Hirer shall pay the College the cost of such removal and storage.

**LONGLEY PARK SIXTH FORM COLLEGE  
HIRE CHARGES**

<b>LOCATION</b>	<b>FULL DAY [Weekend &amp; Bank Holiday]</b>	<b>HALF DAY [Weekend &amp; Bank Holiday]</b>	<b>PER HOUR [Weekend &amp; Bank Holiday]</b>
Classroom	£100.00	£50.00	£15.00
Conference Room	£200.00	£100.00	£30.00
Dance Studio	£200.00	£100.00	£30.00
Drama Studio	£200.00	£100.00	£30.00
Café	£100.00	£50.00	£15.00
Plaza	£200.00	£100.00	£30.00

**NOTES**

All charges are subject to VAT.

- Full day = 8 hours maximum
- Half day = 4 hours maximum

Dear

**HIRE OF COLLEGE FACILITIES**

Further to your recent enquiry about the possibility of hiring College facilities, I regret to inform you that we are unable to assist on this occasion.

Should you wish to discuss an alternative date or time, or alternative facilities, might I suggest that you contact me so that we can discuss whether we can be of assistance.

Yours sincerely

**ESTATES & OPERATIONS MANAGER**

Dear

**HIRE OF COLLEGE PREMISES**

I write to confirm that your application to use College premises as detailed below has been approved. This booking is subject to the relevant Conditions of Hire which you have undertaken to observe.

An invoice for the Hire Fee / catering charges will follow shortly.

FACILITIES: \_\_\_\_\_

DATE OF HIRE: \_\_\_\_\_

TIMES OF USE: \_\_\_\_\_

FEE: \_\_\_\_\_

CATERING: \_\_\_\_\_

If you have any queries about this booking, please do not hesitate to contact me.

Yours sincerely

**ROBERT ELLIS**  
**Estates & Operations Manager**