

**APPLICATION FOR HIRE OF EDUCATIONAL PREMISES OR GROUNDS
(including Kitchens)**

School

1. Name of Applicant or Organisation
(IN CAPITAL LETTERS)
2. Name and address for correspondence
(IN CAPITAL LETTERS)
3. Purpose for which letting is requested
4. Date(s) and time(s) of proposed letting:

| Day | Date | Month | Year | From am/pm* | To am/pm* |
|---|------|-------|------|-------------|-----------|
| 1. | | | | | |
| 2. | | | | | |
| 3. * the series of dates specified overleaf | | | | | |

| Accommodation requested (specify) | £ | p |
|-----------------------------------|---|---|
| | | |
| | | |
| | | |
| Equipment (specify) | | |
| Caretaking and Cleaning | | |
| Catering Services | | |
| | | |

6. I/we* agree
 - (i) to pay the Governor's charge on demand
 - (ii) that use of accommodation shall be in accordance with the conditions given overleaf

Signed Date

Position in Organisation

7. FOR SCHOOL USE:
Account No Date

* Delete as appropriate

This form should be returned to the Head of the School at least three weeks before the proposed date of the letting.

| | |
|---|---|
| Hiring for a series of dates, not exceeding one school term | |
| Dates and times of proposed letting: | |
| From | am/pm* to am/pm* |
| on | day (date) |
| until | day (date) inclusive |
| for | (number of occasions) during the *Autumn/Spring/Summer Term |
| * excluding the dates of the half-term holiday. | |

* Delete as appropriate (a separate form is required for each term).

Conditions relating to Letting of Educational Premises, Grounds and Kitchens

1. Hirers will be held responsible for any damage to premises, property or equipment which occurs during or as a result of their use.
2. Hirers must ensure that premises and grounds are left in a clean and tidy state after their use, that all litter is removed and that where items of furniture have been moved they are put back in position at the end of the letting.
3. The Authority has insurance cover for liabilities which the school incurs as a result of lettings, but personal accident insurance and any insurance for liabilities incurred by hirers are the responsibility of the hirers themselves.
4. Hirers must ensure that full supervision is provided during lettings, especially of playing fields and swimming pools, and the Authority will not be responsible for any claims which may arise as a result of negligence on the part of hirers or their supervisors.
5. The Authority reserve the right to cancel letting arrangements, without notice if necessary. This will be done only in exceptional circumstances, in the event, for example, of premises being required for a statutory purpose, such as an election. **Use of grounds may, however, be cancelled by the Head at any time should he/she consider that they are unfit for use.**
6. Failure to comply with the School's conditions may result in the refusal of future requests to hire premises or grounds.
7. Kitchen/Scullery - a high standard of hygiene must be adhered to at all times and the kitchen/scullery and equipment must be left in as hygienic a condition as after normal use by the catering service.
8. The hirers or outside caterers must not use catering foodstuffs, crockery or other light equipment or cleaning materials.
9. **Charges:-**
 1. VAT has to be added to the lettings charges when sports facilities are used on a casual basis, ie unless the whole series of lettings is booked in advance for at least three calendar months, covering a minimum of ten individual dates at not less than fortnightly intervals and on the basis that the lettings charges will be paid whether or not use takes place on a particular date.

CHARGES AVAILABLE UPON REQUEST

FORM H2

NORTH YORKSHIRE COUNTY COUNCIL

WAVELL COMMUNITY JUNIOR SCHOOL

Information and Instructions to Organisers of Events held on Council Property

Organisation

Event

Name of Organiser

Date

Under the Health and Safety at Work etc Act 1974 the County Council is required to provide you with the following information.

1. The area/room allocated to your activity is
2. Access is gained to this area from
3. The nearest telephone is located
4. The Caretaker's telephone number is
5. The telephone number of the Officer in Charge is
6. The First Aid Box is located
7. Potential Health and Safety Hazards

Instructions to Organisers

1. In the event of fire **immediately** dial 999 for Fire Brigade.
2. **Evacuate** all your party from the area to a safe place. Check your register, await Fire Brigade.
3. **Immediately** thereafter telephone Caretaker and/or Officer in Charge.
4. **In the event of an accident** - follow First Aid procedures, if **serious** telephone 999 for Ambulance.
5. **Immediately** thereafter telephone Officer in Charge (inform Caretaker if on the premises). All accidents must be reported.
6. Obtain names and addresses of at least two witnesses where possible.
7. If accident has occurred whilst utilising the Council's equipment do not move or touch the equipment until a Council representative has examined it.

Notes to Organisers

1. The area allocated to you must be reached by the most direct route from the access point indicated, and members of your party must not enter other rooms or areas, other than to utilise cloakroom or toilet facilities.
2. In the event that the Council has agreed to permit the use of facilities for the purpose of preparing beverages or food, only such equipment shall be used as is necessary for the preparation of these, and the activity must be under the supervision of the organiser or some other responsible person.
3. Any equipment made available must be used strictly in accordance with standard practice and under the supervision of the Organiser.
4. Organisers are reminded that the responsibility for the safety of their party rests with the Authority and with the Organiser jointly.

APPENDIX D

The Licensing Act 2003 – How it Affects Your School

Although it was passed in 2003, this Act is only now coming into operation. It is intended to simplify the system of licensing of public entertainment and sale of alcohol which are at present covered by a variety of legislation and licences. It does not affect copyright or other forms of licensing. The licences will now be issued by district councils who should be your first point of contact to get the forms and ask any questions about their detailed requirements. They are all issuing guidance notes with their forms.

What if we already have a licence/licences?

All existing licences will lapse in November and if you wish to continue being licensed for the activities for which you hold licences at present, you will need to apply to convert by 6th August 2005. Failure to apply will mean that you have to make a full application for a new licence which involves further costs. New licences can be applied for up to 6 November (if needed to start then – they will not start before) or otherwise at any time – see below

What activities need a licence?

The sorts of events that need a licence are those which take place in front of an audience, to entertain them, for example performing a play, showing a film, indoor spectator sports, boxing or wrestling, performing live music, playing recorded music or performing dance. These are called “regulated entertainments”.

Things which are not performed in front of an audience will generally be exempt, for example summer fetes, dance or drama workshops and religious services. If sale of alcohol is involved a licence will be needed

Do we need a licence?

The key factors that determine whether you will need a licence if you are providing a regulated entertainment are

1. The public “or a section of the public” are invited (we understand this to mean that if only family and friends of pupils are invited to, say, a nativity play, then a licence will not be needed) or
2. A charge intended to make a profit is made or
3. Alcohol is to be sold (we consider that this includes where the supply of the alcohol is funded in any way by the cost of admission)

If any of these apply you will probably need a licence

If you do decide to apply for a full premises licence you have until 6 November to do so if you need it to start from that date but obviously councils may well be swamped by applications as that date gets closer
Do I need to apply for a full premises licence?

We are finding that the schools which already have licences are largely secondary schools and colleges. If you have only a few events each year (for which you may previously have applied for an “occasional licence”) then there is a simpler system called Temporary Event Notices (“TENs”). Again these will be dealt with by district councils with no need for a magistrate’s court application as previously. You will need to weigh up the greater cost (for advertising, plans etc. and staff time spent in completing the lengthy forms) against the convenience of the TENs form.

Another consideration is that both schools and PTAs can issue TENs for events to be held anywhere, including school.

Unfortunately the regulations for TENs remain to be finalised by central government but the basic principles are known:

TENs can be used to authorise events in school buildings or on school sites for a maximum of 499 people

They must be sent to the district council and the police not less than 10 working days before the event

There is a fee of £21 (it may be that schools – but not necessarily PTAs - will be exempt when the regulations are finalised) – clearly if a charge is being made for the event this will almost certainly cover the fee.

Anyone aged 18 can give a maximum of five TENs per year, with a maximum of 12 per year in respect of any premises. This means that PTAs can issue a notice for a regulated event in school or anywhere else

Each event can last up to 96 hours but there must be a minimum of 24 hours between each event and a maximum total duration of events of 15 days

A series of notices can be issued at one time to cover all the year's events but there will be a fee for each notice

Provided these criteria are met only the police can object and no further action is needed

If schools find that it would be more convenient to have a permanent premises licence at some stage in the future there is nothing to prevent them from applying

You will need to get the TENs forms from your district council and it may be that they are not yet available for the reasons mentioned above

As always with concise notes, this summary is only a guide and if you are unsure about specific points or the application of the Act to your situation you should consult your district council or Legal Services