

# Lettings Policy with Rates



## HOLMLEIGH PRIMARY SCHOOL

Approved by:	Finance & Premises Committee	Signature:
Needs Approval by:	Chair	
Last reviewed on:	05/02/2026 05/03/2026	
Next review due by:	04/02/2027	

### 1.1 INTRODUCTION

The Governing Body at their meeting on 5<sup>th</sup> March 2026 adopted the lettings policy set out below. The school recognises that its premises are a valuable resource within the community and welcomes the opportunity to enable others to benefit.

### 1.2 DEFINITION OF A SCHOOL LETTING

A letting is defined as 'any use of the school building and grounds by parties other than the school'. Use of the premises for activities such as staff meetings, Governing Body meetings or where pupils are supervised by school staff, are considered school related and do not require a letting agreement.

### 1.3 MANAGEMENT OF LETTINGS

The Governing Body has delegated the responsibility for lettings to the School Business Manager. Where appropriate the School Business Manager may delegate all or part of this responsibility to other members of staff. Management of lettings is undertaken by a third party company called Sharesy. There is no annual or monthly fee paid to the company. But they will deduct a booking fee which is 20% of the hire charges paid by the client. Hire charges less the booking fees will be paid to the school's bank account at the end of every calendar month.

### 1.4 SAFEGUARDING

The school's child protection policy and procedures must be consulted and followed when dealing with external organisations that work with children or young people.

For more information please contact Gillian Jetto – gjetto@holmleigh.hackney.sch.uk

### 1.5 CONSIDERING APPLICATIONS FOR LETTINGS

The School's Leadership Team will decide on the approval of the application with consideration to:

- Interference of school activities, priority at all times should be given to school functions. - The availability of facilities.
- The availability of staff to open and close the premises.
- The school's child protection policies (*please refer to 1.4*) and health and safety policies (*please refer to 1.8*).
- Health and safety considerations in relation to the number of users, type of activity, qualifications of instructors etc.
- Adequacy of management procedures in place during the hire.
- The appropriateness of the letting and whether it is deemed compatible with the ethos of the school.

### 1.6 CHARGES

The applicant is required to pay the applicable charges in full, prior to the date of the hire. The letting will not be considered booked until payment is received in full before the date of hire. Payment should be via BACs to Sharesy. No cash will be accepted.

The Governing Body or those with delegated powers are responsible for setting charges for each area available for hire. As a minimum, the school should achieve full cost recovery. Apportioning costs may be difficult and therefore estimates of associated variable elements can be used. The list below is not exhaustive.

<b>Premises Management</b>	Cost of staffing (including on costs) for additional security, caretaking, opening and locking premises. This charge will vary depending on staffing hours needed.
<b>Equipment Hire</b>	Use of school equipment to cover wear and tear. The charge can vary depending on the type of equipment or number of units required.
<b>Cleaning</b>	If additional cleaning is required, the school can ask the cleaning contractor for a quote. This charge will vary depending on the extra cleaning hours needed. <i>Additional ½ hour @ standard rate of £9 per hour</i>
<b>Heating/ Lighting</b>	This can be calculated from known annual energy costs, and an estimate of the percentage of the school used for letting. The charge can be set higher in winter months to reflect the additional heating.
<b>Insurance</b>	Hirers have to arrange their own public liability insurance for a maximum of £5million indemnity in respect of all losses, liabilities, damages, costs, expenses or claims ("Losses") as part of the booking fee unless proof of adequate equivalent insurance can be provided to the school. (Please refer to 1.7 for more information).
<b>Profit</b>	This depends on whether the school intends to raise funds for the school.
<b>VAT</b>	All hires are booked via Sharesy and they charge VAT to the hirer. Sharesy pays the Ex-VAT amount to the school's bank account after deducting their 20% admin fees.
<b>Deposit</b>	As soon as a hirer expresses interest in our venue, the school gets an email to confirm if the space is available. Once the space is confirmed on the given date and time, the hirer arranges for the insurance and pays the full amount of the hire. After checking the insurance certificate, the school confirms the booking and lets the caretaker know the booking date and time.

## 1.7 INSURANCE

The Hirer must procure an adequate insurance to cover all Losses arising out of the Hire ("Hirer's Insurance Policy"). Such insurance policy must carry a minimum indemnity amount of £10,000,000 in respect of any one incident leading to a Loss.

Hirer's Insurance Policy must cover Hirer against any claim made for injury and/or damage to third parties as well as damage to the hired building as a direct result from the hire. This policy has to be designed to cover hirers for low risk one-off type hires such as a parent hiring a hall for a birthday party or a regular meeting/gathering for discussion purposes. In the event of any injury, damage or loss being sustained, suffered or incurred by the Hirer or any other person, the Hirer shall accept full responsibility and shall indemnify the School from all Losses.

The School will not be responsible for the safety of any goods or articles of any kind that may be brought into or left on the premises by the Hirer and/or any of his/her representatives while on premises for the purposes of the Hire.

## 1.8 HEALTH AND SAFETY

Under the Health and Safety at Work etc Act 1974 the employer is responsible for the health and safety for employees and others who are on the premises.

1.8.1 The school will follow the health and safety guidance below for all lettings:

- The school and the hirer will ensure that the premises are suitable for the intended use.
- The school and the hirer have to agree the extent of the use of premises and equipment.
- The school will ensure that the hirer is competent to use any equipment provided by the school and that all equipment is in a safe condition.
- Electrical equipment provided by the hirer must have a current Portable Appliance Test Certificate.
- The school will ensure that the means of access and egress are safe for the hirer. The hirer must ensure that this is maintained during the letting.
- The school will advise the hirer of any known hazards prior to their letting commencing and will request that the hirer notify the school of any hazards during the letting.
- The hirer must ensure that the kitchen is restricted to authorised persons only (i.e. no children).
- The school will provide the hirer with details of emergency procedures e.g. action to be taken on discovering a fire, fire evacuation etc.
- The Hirer must make suitable arrangements for first aid.
- An Accident and Incident Form must be completed by the hirer in the event of an accident or incident occurring on the premises. This form can be found on the school's Health & Safety policy on our website.
- The school's site manager/caretaker will check that the premises have been left in a safe condition.

1.8.2 In addition to the above, the school will follow the health and safety guidance below for all repeat lettings:

- The hirer must have regard to the national standards of qualification, experience and competence of instructors/supervisors/coaches for sporting and other activities.
- The school may require the hirer to provide a risk assessment specific to the letting.
- A fire drill involving the hirer should be carried out periodically (at least every 6 months).
- The hirer is responsible for ensuring that a Personal Emergency Evacuation Plan (PEEP) is drawn up for anybody attending their session that has a physical or mental impairment which would affect their ability to evacuate in an emergency.
- The hirer must keep a register during their letting for use in an emergency evacuation.

## 1.9 HIRE OF KITCHEN FACILITIES

Kitchen or facilities for food storage, production, assembly or service **are not provided for hire at any time to an external hirer.**

## 1.10 LICENSING ACT 2003 - ALCOHOL, MUSIC, PERFORMANCE OF DANCE, PLAYS AND LATE NIGHT REFRESHMENT

A licence for any of the above activities is not necessary where a function is not open to the public. Thus

weddings, private parties, or similar events are not licensable.

Any event where tickets are sold (i.e. a public event) or where any alcohol is sold (or is provided inclusive of a ticket price), requires a licence. This will normally be a Temporary Event Notice (TEN) which the hirer or the school must submit to the Council's Licensing service.

Licensing information can be accessed through the Council's website.

## **TERMS AND CONDITIONS**

*All terms and conditions set out below must be adhered to and the Hirer shall comply with any reasonable instructions given by the school.*

*The 'Hirer' shall be the person making the application for a letting and this person will be personally responsible for payment of all fees or other sums due in respect of the letting.*

### **USE AND ACCESS**

The premises shall only be used for the purpose and times agreed by the school.

No facility must be sub-let, or reassigned to any other organisation or individual.

The school retains the right to access the premises at all times during the letting period.

The Hirer shall be responsible for the preservation of good order for the duration of the letting until the premises are vacated and to ensure that no nuisance arises to the occupiers of adjoining premises.

### **HEALTH AND SAFETY**

The Hirer shall ensure that:

- the number of persons present during the letting does not exceed the number agreed by the school;
- all doors and corridors giving egress from the hired premises are kept unfastened and unobstructed;
- all proper safety precautions are taken for the protection of the users of the premises and equipment including adequate supervision;
- they are familiar with the fire and emergency evacuation arrangements, e.g. the actions to be taken in the event of a fire; the position of emergency call points, fire extinguishers, exit routes and that they have conveyed this information to all members of their group;
- the location of the nearest emergency telephone is known;
- there are suitable first-aid arrangements in place;
- the hired premises are left in a safe and secure condition and in a clean and tidy state;
- in the event of an accident or incident the school are informed at the earliest opportunity.

### **SUPERVISION OF CHILDREN**

At an event where the majority of attendants are children and the number of children exceeds 25, the Hirer must ensure that a sufficient number of adults are stationed to prevent more children or other persons being admitted, to control the movement of the children and other persons and to take all other reasonable precautions for the safety of the children. This is a requirement of the Children's and Young Person's Act 1933.

### **WORKING WITH CHILDREN**

For any letting which involves working with children and/or young people, the Hirer must submit to the school a signed copy of their Child Protection Policy. Upon request the Hirer must also provide evidence of criminal record checks for all staff and others working closely with children or for adults using the school premises at a time when school pupils or other young people may be on site. Upon request the Hirer must provide details of qualifications, relevant registrations and references as well as other safeguarding information.

### **CHARGES**

Full Hire charges should be paid to Sharesy.

### **CANCELLATIONS**

Bookings cancelled by the Hirer within more than 15 working days notice – is entitled to a full refund of the paid fee. But deposit will be withheld.

Bookings cancelled by the Hirer with between 10 to 14 working days notice – is entitled to 50% refund of the paid

fee. But deposit will be withheld.

Bookings cancelled by the Hirer with less than 10 working days notice – no refund of the paid fee and deposit. The deposit is non refundable for any bookings cancelled by the hirer.

The school has the right to refuse any application or withdraw permission for any letting at any time but will endeavour to give as much notice as possible; no payment, other than a refund of the paid hire fee and deposit, will be made.

Should the Hirer be in breach of the terms and conditions at any time, the school can terminate the agreement immediately and any paid hire fee and deposit, will not be refunded.

### **CONDITION AND DAMAGE**

The Hirer will keep the premises in a clean and tidy condition and all equipment is to be returned to the correct place of storage. No food, rubbish or other belongings of the Hirer should be left on the premises. Waste refusal sacks should be used and disposed of following the instructions of the school.

The use of furniture is subject to agreement by the school and may attract an additional charge. No furniture or fittings shall be removed or interfered with. No fittings or decorating which require drilling or nails into fixtures, which are part of the school fabric, are permitted. The Hirer must report any damage occurring to the premises as soon as practical but no later than 72 hours following the hire. Any damage that occurs during the hire will be the responsibility of the Hirer and if the deposit does not cover in full the cost of making good any such damage, the Hirer shall pay the extra cost.

### **HIRER'S EQUIPMENT / CAR PARKING**

The school does not accept liability for any loss or damage for any equipment bought or left on the premises, or theft or damage to vehicles parked in the paid parking zones. The school has its own car park which can be hired at an additional rate.

### **SCHOOL EQUIPMENT**

No school equipment will be used without direct permission from the school. The Hirer is liable for any damage, loss or theft of school equipment that is used and ensuring its safe return. The use of the school public address system and any other electronic equipment such as televisions or speakers is not allowed unless directly authorised by the school.

### **PUBLIC ENTERTAINMENT**

Where the premises does not have a Public Entertainment Licence the Hirer will be responsible for obtaining such a licence or Temporary Event Notice (TEN) if required.

### **ALCOHOL / LIQUOR LICENCE**

Alcohol is not allowed to be sold or served on the premises unless permission is given by the school. If permission is granted to sell alcohol, a licence or Temporary Event Notice (TEN) must be obtained by the Hirer.

### **GAMBLING**

No gambling is allowed anywhere in the school premises.

### **COPYRIGHT LEGISLATION**

The Hirer has full responsibility for ensuring that any conditions imposed by copyright legislation are adhered to and that the proper licence(s) are in place and to complete the returns required by the Performing Rights Society, Phonographic Performance Limited, The Copyright Licensing Agency Limited and all other similar bodies.

### **PUBLIC LIABILITY INSURANCE**

Where requested by the school, the Hirer must hold public liability insurance for a minimum of £10m for more hazardous activities, a copy of which must be supplied to the school.

### **EMPLOYERS LIABILITY INSURANCE**

Where requested by the school, the Hirer must hold employer's liability insurance for a minimum of £10m indemnity in accordance with compulsory legal requirements.

### **INDEMNITY**

The Hirer agrees to indemnify the London Borough of Hackney and the school against all damages and/or losses reasonably incurred by the Council arising from the breach by the Hirer of any of the terms of this agreement.

### **ADVERTISING**

The school must approve of all advertising and posters concerning the use of the premises.

### **SMOKING/ USE OF EXPLOSIVE SUBSTANCES**

The whole school premises is a non-smoking area, and smoking is not permitted within school buildings or on school grounds at any time. The use of explosive substances, fireworks, confetti, gas or any hazardous materials is expressly forbidden without the direct permission of the school.

### **KITCHEN / FOOD AND DRINK**

No food or drink may be stored, prepared, served or consumed on the premises without the direct permission of the school.

## **HOLMLEIGH PRIMARY SCHOOL LETTINGS RATES 2025-2026**

<b>Area</b>	<b>Monday-Friday Hourly Rate – 9:00 to 5:00 School Holidays only</b>	<b>Monday to Friday – Hourly Rate – 5:00pm- 9:00pm</b>	<b>Saturday – Sunday from 9:00 to 4:00 &amp; (after 4:00pm)</b>
<b>Pitch</b>	<b>£50 per hour</b>	<b>£70 per hour</b>	<b>£445 per day and £70 per hour after 4:00pm</b>
<b>School Hall - 1, toilet in main foyer &amp; entrance lobby</b>	<b>£70</b>	<b>£85</b>	<b>£375 per day and £85 per hour after 4:00pm</b>
<b>School Hall 2, toilet and main foyer &amp; entrance lobby</b>	<b>£70</b>	<b>£85</b>	<b>£375 per day - £85 per hour after 4:00pm</b>
<b>School Hall 3, toilet, main foyer &amp; entrance lobby.</b>	<b>£70</b>	<b>£85</b>	<b>£375 per day and £85 per hour after 4:00pm</b>
<b>Interactive Board in Hall</b>			<b>£55 per day</b>
<b>Additional Adult Toilet</b>	<b>£10.00 per booking</b>	<b>£10.00 per booking</b>	<b>£25 per booking – add this to every booking</b>
<b>Childrens' Toilets - 2 cubicles each</b>	<b>£25 per booking</b>	<b>£25 per booking</b>	<b>£50 per booking - can we add this fees to every booking</b>
<b>Sequoia (School House) with car park</b>	<b>£300 per day with car park</b>	<b>£100 per hour</b>	<b>£500 per day – (£100 per hour after 4:00)</b>
<b>KS1 Play area</b>	<b>£45 per hour</b>	<b>£50 per hour</b>	<b>£200per day – (£50 per hour after 4:00)</b>
<b>KS2 Play area</b>	<b>£45 per hour</b>	<b>£50 per hour</b>	<b>£200 per day and £50 per hour after 4:00pm</b>
<b>Car Par</b>	<b>£10 per space</b>	<b>£20 per space</b>	<b>£20 per space – (£50 per space and per hour after 4:00)</b>

