

Hummersknott
ACTIVE Ltd
based at
Skerne Park Academy



LETTINGS
BOOKLET
2017—2018



HUMMERSKNOTT ACADEMY

Edinburgh Drive, Darlington
Co Durham, DL3 8AR

Tel: 01 325 241 191
Fax: 01 325 241 122

Email: bookings@hummersknott.org.uk
Web: www.hummersknott.org.uk

Executive Principal: Mr J M Keating B Ed Hons NPQH

June 2017

Dear Hirer

LETTINGS with HUMMERSKNOTT ACTIVE Ltd based at SKERNE PARK ACADEMY

Please find enclosed everything you need to renew your booking for the next academic year:

- A facilities booking form
- Booking calendar for you to circle your required dates
- The terms and conditions for hirers of all outside pitches
- A price list
- Terms and Conditions of use
- Lettings and VAT form
- CRB Form complete with CRB number and date if your booking involves anyone 18 or under.
- Health and safety guidelines for all hirers

When you return your form, please make sure you include a copy of your Public Liability Insurance policy if you have stated you have your own insurance and the first month's payment. If you don't it delays confirmation of the booking and may mean you miss out on the days/times you want.

Please return your completed form as soon as possible

If you have any queries please do not hesitate to get in touch with me on (01325) 246469 or email ach@hummersknott.org.uk.

Yours sincerely

Stephen Cheeseman
Hummersknott Active Manager



HUMMERSKNOTT ACTIVE LTD based at Skerne Park Academy
FACILITIES BOOKING APPLICATION FORM

Booking form valid for 1 September 2017 – 31 August 2018

Please see attached calendar for availabilities

HIRER	<p>Full Name :</p> <p>Address :</p> <p>.....</p> <p>Postcode :</p> <p>Telephone No :</p> <p>Mobile No :</p> <p>Email address :</p> <p>If acting on behalf of a business, club, organisation etc please state its full name and address plus your position there</p> <p>Name of organisation :</p> <p>Address :</p> <p>.....</p> <p>Postcode :</p> <p>Your position in the organisation :</p>
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AREA & FACILITIES HIRED	<p>Day of Week : (First Choice)(Second Choice)</p> <p>Time of Hire: (First Choice)(Second Choice)</p> <p>(If booking a series of dates please circle them on the calendar attached to this form)</p> <p>Number of Weeks: Term Time Only: <input type="checkbox"/> All Year: <input type="checkbox"/></p> <p>Area / Facility required :</p> <p>If hiring the outside pitch please also complete the enclosed terms and conditions form</p>
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FURTHER DETAILS	<p>Event Title :</p> <p>Is the event/activity exclusively for 0-19 year olds? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Expected Numbers :</p> <p>Equipment required :</p> <p>(please list)</p> <p><i>Please note that hirer's own electronic equipment must be PAT tested. We can arrange this for a fee if necessary.</i></p>
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PAYMENT	<p><i>All payments must be made in advance of using the facilities</i></p>
	<p>Amount per event : £.....</p> <p>(Please see charges attached)</p> <p>First month's payment : £..... (to be returned with this agreement)</p> <p align="center">Please make cheques payable to Hummersknott Active Ltd</p>

INSURANCE	<p>If you have your own Public Liability Insurance please provide a copy.</p>
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**CERTIFICATES /
QUALIFICATIONS**

If you are planning to deliver teaching/coaching activities, does the coach or leader possess appropriate qualifications?

Yes

No

If yes, please give details

REFERENCES

If you have not hired the Academy/school facilities within the last two years please give the contact names & addresses of two organisations we may contact for a reference (including previous/current premises used):

1.

2.

DECLARATION

1. I undertake to pay the appropriate hiring charges
2. I have read and agree to be bound by the TERMS & CONDITIONS OF USE
3. I agree to indemnify Hummersknott Active Ltd against any claims for loss or damage or personal injury or any associated costs arising from this agreement.

Signature :

Date :

RETURN

Once fully completed, this application form and a copy of your public liability insurance certificate (if applicable) must be returned to :

Hummersknott Active Ltd
Edinburgh Drive
Darlington
DL3 8AR

FOR OFFICE USE ONLY

AGREEMENT	Approval of hiring by Hummersknott Active Manager : Date :		
		£	P
PAYMENT	Fee payable		
	VAT (if applicable) @ standard rate		
	Total Payable		
	Customer Number :		
FINAL DOCUMENT	Completed copy returned to hirer	Date :	

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Terms and Conditions for Hirers of all outside pitches

The following sets out the responsibility of groups and clubs who hire the outside pitches including the Multi Use Games Area (MUGA). The General Terms & Conditions in the Hirers Agreement still apply.

In agreeing to use the pitch we expect you to name a person who will be responsible for ensuring these terms and conditions are met when your organisation are using the facilities.

1. Users must keep noise to a reasonable level so to avoid causing a nuisance to the schools neighbours. (e.g. stop excessive noise and needless kicking the ball against fencing etc.)
2. The person in charge will remind users of the need to avoid the use of abusive language and enforce this through the letting.
3. Ensure users do not smoke or consume alcohol whilst on the site and that bottles, cans and food are not taken onto the MUGA pitch. In addition to ensure all litter is either disposed of in the bins provided or taken off site.
4. Ensure users use the changing and toilet facilities provided in the sports block.

Club Group _____

Time and day of booking _____

Name of Hirer _____

Name of person responsible for supervision during the lettings

Contact tel no. _____

I agree to the terms and conditions set out above and understand that failure to do so may lead to all bookings being cancelled. If the incident relates to serious ant-social behaviour and complaint to the police your details will be passed to them.

Signed _____

Date _____

Name _____



Skerne Park Academy
Hire Charges 2017 / 18

Standard letting including VAT where applicable			
Juniors 19 and under	Basic	20% VAT	Full COST
Main Hall	£10	-	£10
Grass Pitch	£12	£3	£15
MUGA Pitch	£16	£4	£20
Rainbow room	£10	-	£10
Classroom / Small Hall	£12	-	£12
Seniors	Basic	20% VAT	Full COST
Main Hall	£20	-	£20
Grass Pitch	£16	£4	£20
MUGA Pitch	£24	£6	£30
Rainbow room	£15	-	£15
Classroom / Small Hall	£15	-	£15

If your club / team / organisation books a series of 10 or more sessions, a discount **may** apply.
Please contact Hummersknott ACTIVE for further details.
If you are hiring a sports facility then VAT will apply.



**Hummersknott ACTIVE Ltd based at Skerne Park Academy
A Subsidiary Company of Hummersknott Academy Trust
TERMS & CONDITIONS OF USE**



These terms and conditions, together with the form of application to hire the Academy shall constitute the contract between Hummersknott Academy Trust and the hirer(s)

Application

1. Application for hire must be made on the application form provided which will form the basis of a licence to use Skerne Park Academy premises.
2. If an organisation is hiring the accommodation both the organisation itself and its members are jointly and severally liable under this agreement.
3. The hirer must ensure that everybody making use of the accommodation complies with the conditions of use, failure to do so may result in your letting being terminated with immediate effect.
4. This agreement is personal to the hirer and may not be assigned to any third party.
5. The number of persons using any hired property/premises shall not exceed the number advised by the hirer and authorised by the Academy.

Cancellation

6. You must provide at least two weeks' notice, in writing to the Lettings Manager, for any cancellation of a booking made. Cancellations made after this date will be charged at half the booking fee.
7. The Academy reserves the right to refuse or cancel any licence at any time in the event of the Academy requiring any hire property for Academy purposes or for any other reason which is considered necessary by the Academy. The Academy reserves the right to refuse to grant a licence to any individual or organisation it considers unsuited to the ethos of the Academy. This may be at short notice. Hirers must therefore keep contact details of everyone in their group/club/class.

Payment

8. The first month's fee is payable in full upon signing this agreement. Subsequent payments must be paid a month in advance, failure to do so will jeopardise your booking.

Indemnity and Insurance

9. The hirer shall be responsible for all damage caused and shall indemnify the Academy against all loss, damage and expense unless due to the negligence of the Academy and any such damage shall be reported immediately to the Academy.
10. Any damage caused to the accommodation (or elsewhere in the Academy) shall be compensated to an extent considered reasonable at the discretion of the Academy within seven days of a written demand.
11. The hirer shall indemnify the Academy against all and any expenses, liability, loss, claim and proceedings arising in respect of personal injury to or death of any person or damage to any property arising directly or indirectly from the use of the accommodation unless due to the Academy negligence.
12. If the hirer has insurance against legal liabilities to third parties, a copy should be supplied to the Academy.
13. Please note that any equipment belonging to hirers, which is used or stored at Academy, is not covered by the Academy insurance policy and it is recommended that hirers take out separate insurance or include as 'All Risks' on existing policy. Any equipment left at Academy is not supervised by the Academy and is therefore left at the hirers risk.

14. The Academy does not accept any responsibility for any articles of property left by the hirer, their guests, agents or any member of the public on the hired property during the period of the hire.

The Premises

15. Access is restricted to the rooms hired and any toilet facilities. Access shall only take place during the designated time and for the permitted purpose.
16. Smoking of any kind is not allowed anywhere on site.
17. This agreement does not include the use of any equipment, including PE, except where specifically agreed and subject to any further fees chargeable; kitchens and catering equipment shall not be used unless approved by the Academy subject to any conditions, which may be imposed.
18. No food or drink except for bottled water is permitted on site unless agreed by the Academy or purchased from the Academy.
19. The hirer does not have authority to charge for onsite car parking, as we encourage everyone to park their vehicles within the grounds of the building, unless agreed by the Academy prior to the event.

Performing Rights and Licences

20. No copyright works shall be performed in the accommodation without the licence of the copyright owner and the hirer shall indemnify the Academy against any penalty or sanction for any copyright infringement which may occur.
21. The hirer shall not use the accommodation for any purpose or activity for which a licence or permission is necessary, eg preparation and sale of food, unless such a licence has been obtained.
22. The accommodation shall not be used for the sale or display of goods or services or for any public entertainment unless agreed with the Academy.
23. No alcoholic drinks shall be brought onto the accommodation except where the Academy agrees otherwise and where a licence has been obtained.
24. No film or video shall be shown in the accommodation or taken in the facilities without the Academy's prior consent.

Health and Safety

25. The speed limit on the site is 10 mph. Parking is available in the car park, in the interests of everyone's safety, roads around the site should be left clear for emergency access.
26. The hirer is responsible for the health and safety of everybody using the accommodation (including first aid) and must make themselves aware of the fire precautions and procedures in existence. Hirers must also keep a register of people attending their group/club/class.
27. Electrical apparatus shall not be brought onto the accommodation without the Academy's consent.
28. Animals, other than guide dogs, are not permitted on the premises without the written prior consent of the Academy
29. The hirer shall leave the accommodation in a clean and orderly state.
30. The disposal of any refuse arising from the hirers use is the responsibility of the hirer.
31. All clubs hiring the facilities must have staff that have appropriate coaching certificates. The club must also ensure that if working with children under 18 or vulnerable adults, all the necessary safeguarding checks have been completed for their staff. The Academy will require the attached declaration form to be completed and returned to Academy prior to the letting taking place.

32. In relation to activities for children, the hirer must ensure that there are sufficient adults present to be in full control of the children throughout the whole period during which they are on the site.
33. All clubs/organisations hiring the facilities must have the following policies in place:
 - a. Health and Safety
 - b. Quality Assurance
 - c. Child Protection (if working with Children)

Consideration for Others

34. We would ask all users to ensure that they do not cause a nuisance or annoyance to the occupiers of any neighbouring properties, surrounding areas or other users. Please ensure that when you are on the site you keep the amount of noise to a minimum and do not use inappropriate language. Any reported incidents will be investigated and this may result in the letting being cancelled without refund.
35. Please ensure you keep to the 10 mph speed limit, refrain from sounding car horns or revving engines. All users must note the whole site is NO SMOKING.

IF YOU DO NOT INDICATE ON THE ATTACHED CALENDAR THE DATES YOU REQUIRE WE CANNOT GUARANTEE THE FACILITIES WILL BE AVAILABLE

Hummersknott ACTIVE Ltd - Skerne Park Academy Calendar Year 2017 - 18

Organisation..... Area Hired

Times.....

Please highlight the dates you wish to book

Day	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Mon					1							
Tues					2				1			
Wed			1		3				2			1
Thurs			2		4	1	1		3			2
Fri	1		3	1	5	2	2		4	1		3
Sat	2		4	2	6	3	3		5	2		4
Sun	3	1	5	3	7	4	4	1	6	3	1	5
Mon	4	2	6	4	8	5	5	2	7	4	2	6
Tues	5	3	7	5	9	6	6	3	8	5	3	7
Wed	6	4	8	6	10	7	7	4	9	6	4	8
Thurs	7	5	9	7	11	8	8	5	10	7	5	9
Fri	8	6	10	8	12	9	9	6	11	8	6	10
Sat	9	7	11	9	13	10	10	7	12	9	7	11
Sun	10	8	12	10	14	11	11	8	13	10	8	12
Mon	11	9	13	11	15	12	12	9	14	11	9	13
Tues	12	10	14	12	16	13	13	10	15	12	10	14
Wed	13	11	15	13	17	14	14	11	16	13	11	15
Thurs	14	12	16	14	18	15	15	12	17	14	12	16
Fri	15	13	17	15	19	16	16	13	18	15	13	17
Sat	16	14	18	16	20	17	17	14	19	16	14	18
Sun	17	15	19	17	21	18	18	15	20	17	15	19
Mon	18	16	20	18	22	19	19	16	21	18	16	20
Tues	19	17	21	19	23	20	20	17	22	19	17	21
Wed	20	18	22	20	24	21	21	18	23	20	18	22
Thurs	21	19	23	21	25	22	22	19	24	21	19	23
Fri	22	20	24	22	26	23	23	20	25	22	20	24
Sat	23	21	25	23	27	24	24	21	26	23	21	25
Sun	24	22	26	24	28	25	25	22	27	24	22	26
Mon	25	23	27	25	29	26	26	23	28	25	23	27
Tues	26	24	28	26	30	27	27	24	29	26	24	28
Wed	27	25	29	27	31	28	28	25	30	27	25	29
Thurs	28	26	30	28			29	26	31	28	26	30
Fri	29	27		29			30	27		29	27	31
Sat	30	28		30			31	28		30	28	
Sun		29		31				29			29	
Mon		30						30			30	
Tues		31									31	

Blue shaded dates indicate school holidays however all facilities will be open as usual

Red shaded dates indicates when the school is closed for Christmas and Bank Holidays

LETTINGS AND VAT

General

The letting of facilities designed or adapted for playing any sport or taking part in physical recreation or a charge made to take part in sport are normally standard-rated. However, the letting of such facilities may be exempt if the letting is for over 24 hours or there is a series of lettings to the same person over a period of time.

24-hour rule

Where the facilities are provided for a continuous period of use exceeding 24 hours, the grant is exempt. The person to whom the facilities are let must have exclusive control of them throughout the period of letting.

Series of lets

Also exempt is the granting of such facilities for a series of ten or more periods (whether or not exceeding 24 hours) to a school, club, association or an organisation representing affiliated clubs or constituent associations where:

- i. Each period is in respect of the same activity carried on at the same place;
- ii. The interval between each period is not less than one day and not more than fourteen days
- iii. Consideration is payable by reference to the whole series and is evidenced by written agreement; and
- iv. The grantee has exclusive use of the facilities.

[VATA 1994, Sch 9 Group 1 Note 16]

Under (i) above, a different pitch, court or lane at the same sports ground or premises would count as the same place.

Under (ii) above the duration of the sessions may be varied but there is no exception for intervals greater than 14 days through the closure of the facility for any reason.

Under (iii) above, there must be evidence that payment is to be made in full, whether or not the right to use the facility for any specific session is actually exercised. Provision for a refund given by the provider in the event of the unforeseen non-availability of their facility would not affect this condition.

Premises are sports facilities if they are designed or adapted for playing any sport or taking part in any physical recreation (eg swimming pools, football pitches, dance studios and skating rinks). Each court or pitch (or lane in the case of bowling alley, curling rink or swimming pool) is a separate sports facility.

(VAT Notice 742, paras 5.1-5.4)

If you think your organisation complies with these requirements please supply a copy of your organisations constitution and a letter confirming you meet the above requirements. If accepted a new contract will be issued which will remove your right to cancel your contract.



HUMMERSKNOTT ACTIVE LTD based at SKERNE PARK ACADEMY

A Subsidiary Company of Hummersknott Academy Trust

SAFEGUARDING CHECKS FOR HIRERS

As part of the responsibilities placed on the school we are required to ensure that all hirers (and their employees) of the school facilities who come into contact with children or vulnerable adults have undergone appropriate safeguarding checks. You are therefore required to provide us with written confirmation that these checks have taken place by making the declaration below.

K CHISHAM
Head Teacher

I confirm that all relevant safeguarding checks (including satisfactory Enhanced DBS Disclosures) have been carried out on all staff engaged by my organisation who will come into contact with children or vulnerable adults during the hire of the facilities at Skerne Park Academy.

DBS Number Date of DBS.....

Signed

Date

Name of Organisation/Hirer of Academy Facilities:

.....

Registered person / body

.....

For office use only

Name of person(s) viewing documents

Date viewed.....

Signature

HEALTH AND SAFETY GUIDELINES FOR EVENING CLASSES AND HIRERS

SECURITY

- Access to the building must be via the main school entrance.
- During icy conditions access to the building and external facilities must be by the assigned designated routes indicated on the access plan. The access plan can be found on the notice board in main reception.
- The Hirer must know how many people are using the facility they have hired and if necessary take a register for evacuation purposes.

FIRE PROCEDURE:

If you discover a fire:

- Operate the fire alarm.
- Leave the building (follow the route indicated on the evacuation plan).
- Dial 999 and report the fire.

On hearing the fire bell (continuous ring):

- Leave the building at once by the nearest available exit.
- Close all doors and windows as you leave.
- Assemble in the fire assembly point outside the main entrance to the building.
- Hirer to check the attendance register for their group.
- Do not disperse.
- Do not re-enter the building until instructed to do so by a member of staff or the fire brigade.

FIRST AID:

- First aid kit is located in the Main Reception along with a defibrillator.
- First aid for all but minor injuries should always be followed by qualified medical treatment

EMERGENCY ACTION IN CASE OF ACCIDENT OR ILLNESS:

- Telephone is located in the Main reception
- Make arrangements for an ambulance to be sent immediately so that the patient can be taken to hospital by dialling 9 for an outside line then 999.
- Give precise location of the occurrence and directions for the nearest point of access for the ambulance.
- Arrange for the ambulance to be met at the school MAIN GATE
- See that the patient is accompanied whenever possible by a responsible person
- Ensure that arrangements are made for the relatives or friends to be advised fully of the situation
- Ensure that an accident report form is completed giving the full details of the occurrence together with any action taken. This must be handed to the Main Reception.
- Accident report forms are available from the main reception.

PARKING:

- All cars are to be parked in the designated car park.
- Cars parked at the owners risk.
- There is a strict max 10mph speed limit on school premises

SMOKING:

- Skerne Park Academy is a no-smoking area. There should be no smoking with any device anywhere on the site.

Please use the toilets and changing rooms provided. Anyone caught misusing the facilities will be told to leave the premises and your booking may be cancelled.

Please read, then sign and return the slip below.

I have read and understand the information from Skerne Park Academy for Hiring agencies and agree to abide by it.

Signed: _____ Date: _____

On behalf of: (Hirer or Company name) _____