



Highfield
Leadership Academy

APPLICATION FOR USE OF
ACADEMY PREMISES

TO BE COMPLETED BY LEGALLY RESPONSIBLE PERSON/STAFF MEMBER

NAME AND ADDRESS OF ORGANISATION:

Postcode: _____

Telephone Number[s]: _____

Name and billing address if different to above:

PURPOSE FOR WHICH ACCOMMODATION IS REQUIRED/NAME OF EVENT

DATE[S] REQUIRED: [Start and End date]

TIMES REQUIRED:[please specify access times from and to: (Please include required set-up time and required time to take down and return facilities to their original state).

AREA REQUIRED: [Please circle the facility you are requesting to use]

Sports Hall

Gym

Theatre

Classroom

Meeting Room

Drama Studio

External space

If the letting is of a commercial nature, please supply details:

Will the general public be admitted: YES / NO

Details of admission charges: _____

Approximate number of people attending: _____

Is copyright music to be performed: YES / NO

Any special requirements: YES / NO

If Yes, please specify _____

Do you intend to use/bring into the building any additional electrical equipment? YES / NO

Will the letting involve children (under 16)? YES / NO

If Yes, please see below guidance

You will be provided with an induction to the building prior to commencement of your letting. It is your responsibility to ensure that all members of your group are aware of the safety requirements for use of the building. Please make sure you are aware of the emergency evacuation procedures and access routes.

The first and second floors are not to be used for any lettings and the public are not allowed onto these floors.

There are certain dates during the year when facilities will be unavailable due to academy use or closure, including all Bank Holidays and Open Evenings. These dates may be subject to change, but prior notice will be given wherever possible.

HIRE CHARGES 2015-16

Hourly Rates from September 2015

	Weekdays [6:00-9:00pm]	Weekend [9:00-3:00pm]
Classroom	£20.00	£25.00
Studio	£25.00	£27.50
Gymnasium	£25.00	£27.50
MUGA	£27.50	£30.00
Sports Hall	£25.00	£27.50
Theatre	£25.00	£27.50

Please contact academy for the availability and rates of other facilities and areas in academy that may not be listed above.

We reserve the right to charge a 10% supplement during winter months to cover additional heating costs if applicable.

The prices above do not include VAT. Lettings are normally exempt from VAT. However, the use of academy sports facilities for sports or physical recreational uses are subject to VAT at the standard rate. However, if the let is for over 24 hours or is for a series of sessions [minimum 10 sessions] VAT may be exempt. This applies to indoor and outdoor facilities.

Cancellation of usage must be made with a minimum of 48 hours notice to avoid charges. Cancellation of 3 or more scheduled usages per year may result in your reservation being cancelled without further notice.

Invoices will be sent out at the beginning of each month for the previous months charges. Please ensure your invoice is paid promptly within 14 days. All payments must be sent directly to Highfield Leadership Academy.

Failure to keep your payments up to date will result in your reservation being cancelled without prior notice.

MEMORANDUM OF AGREEMENT AND INDEMNITY TO BE COMPLETED BY ALL APPLICANTS

In consideration of the Academy Governing Body granting me/us the use of the aforementioned premises, I/we agree to pay the governors the prescribed hire charges and to replace or pay the cost of making good any damage caused to the premises by me/us.

It is further acknowledged and agreed that the Academy Governing Body give no warranty of the suitability of the premises for the use to which I/we intend to put them and I/we hereby agree to indemnify the Academy Governing Body against all actions, cost, claims and demands arising out of any accidents which may occur on the said premises during their use by me/us provided that the same is not due to any negligence, omission or default of the Academy Governing Body.

Under no circumstances shall the permanent electrical installation be altered or otherwise interfered with. Permission for HIRERS to erect any temporary wiring for specific function[s] or purpose shall only be carried out on approval Academy Governing Body or designated authority.

It is further acknowledged and agreed that I/we will indemnify the Governors and/or Tauheedul Education Trust in respect of all actions, costs, claims and demands arising out of any breach of copyright as defined in the Copyright Act 1956, or under any other enactment on behalf for the time being in force in respect of any performances of literary, dramatic or musical work, which takes place or which is given while the said premises are being used by me/us, our servants or agents.

The letting agreement to allow the hirer to use Highfield Leadership Academy facilities is limited to the specific area[s] as highlighted on the diagram, which forms part of the agreement. It is the responsibility of the person signing this agreement to ensure that other areas of the academy are not accessed by anyone associated with your group.

The Hirer shall during the period of hiring, be responsible for the supervision and the behaviour of all persons who are part of their group [including any parents, carers, spectators etc.] using the premises. The Hirer also confirms that they are aware of the academy policy regarding control of visitors to the site – specifically that nobody [other than academy staff] are allowed on any floor other than the ground floor and that wandering around in areas that are not being used as part of their letting is not allowed.

Any member of the public who is not part of your group should be asked to leave the academy and highlighted to a member of staff immediately.

The Hirer must also take responsibility that no person/s bring onto the premises anything which may endanger the premises or any other persons on the premises.

The Hirer confirms that they are aware of their health and safety responsibilities relating to the usage of this academy premises and have been advised of the emergency evacuation procedures to be followed in the event of an emergency.

Users of the Sports Hall are aware that drinks/liquids are not allowed in the sports hall area. In addition any footwear that may damage the floor surface must be removed before entering the sports hall area.

The Hirer and organisers of events in or of the academy premises are responsible for ensuring that the noise level of their functions does not interfere with the other activities within the building nor to cause inconvenience for the occupiers of nearby houses or property.

Animals, other than guide dogs, are not permitted on the academy premises.

The hirer shall leave the accommodation in a clean and orderly state.

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

Please note smoking is not permitted whilst on the academy premises. This includes all of the academy grounds, including the car parking area.

All clubs hiring the facilities must have staff who are checked with the Criminal Records Bureau if working with children under 18 or vulnerable adults. 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 academy site.

INJURY TO PERSONS - The Hirer shall indemnify Highfield Leadership Academy against all claims for damages, compensation and/or costs in respect of: -

- (i) bodily injury or illness to Third Parties, including the College's staff, students and agents or Governors and/or
- (ii) damage or loss to Third Party property caused by, or arising out of, or being incidental to the hirer's use of the premises.

It is essential that hirers arrange for appropriate Public Liability Insurance in respect of the indemnity.

DOCUMENTS TO BE PROVIDED BY THE HIRER

As a potential hirer of the premises I/we agree to provide all of the following documents together with a completed application prior to the start date of the letting in line with the policy document.

- Public Liability Insurance/Indemnity Insurance Cover
Where a third party is hiring the academy facilities to provide an activity, the third party must have their own Public Liability Insurance to cover them in the event of their being held liable for damage to academy property and/or injury/loss to individuals.
- Activities Risk Assessment within our Academy premises
The academy will provide a template for this purpose if required.
- Enhanced DBS Certificate [previously CRB] for the responsible person signing this agreement and/or anyone having access to minors or vulnerable adults as part of the arrangement.
This does not apply should the usage of premises be solely for the use of adults [18+] and:
 1. *No minors will be present*
 2. *Non-certified adults will not access any other area of the building [including the toilets] where unsupervised contact with minors may take place.*

CHARGES

A chargeable letting fee of £_____ per hour [excluding VAT] has been quoted as per the details supplied for this agreement.

By signing this document you are acknowledging and accepting the terms and conditions laid out for the use of hire of the Academy premises and facilities. The hirer must also ensure that everybody making use of the accommodation complies with the conditions of use. This booking will be confirmed subject to approval by the Principal and on receipt of the documents required.

<p>HIRER AGREEMENT</p> <p>Signature: _____</p> <p>(I certify that I am over 18 years of age)</p> <p>Print name: _____</p> <p>Designation: _____</p> <p>Date: _____</p>

<p>ACADEMY AGREEMENT</p> <p>Signature: _____</p> <p>Print name: _____</p> <p>Designation: _____</p> <p>Date: _____</p>

Please return completed form with relevant documents to:

Mrs A Buchanan
Lettings Assistant
Highfield Leadership Academy
Highfield Road
Blackpool
FY4 3JZ

If you have any queries, please do not hesitate to contact academy on [01253] 310925.