



Trinity School

A Church of England Academy

SCALE OF CHARGES FOR THE HIRING OF SCHOOL FACILITIES JULY 2020

All hire charges exclude VAT		
Arena, Hall or Gymnasium	First hour	£35.00
	Each subsequent hour (or part)	£30.00
	Block booking discounted rate (10 hours/sessions or more)	£27.00
Classroom	First hour	£25.00
	Each subsequent hour (or part)	£21.00
Playing field (incl. changing facilities)	(per 4-hour session)	£80.00
Playing field only	(per 4-hour session)	£65.00
Jubilee Hall	First hour	£55.00
	Each subsequent hour (or part)	£50.00

Guidance re VAT- Hire of Sports Facilities – if the supply is for a continuous, exclusive use, exceeding 24 hours or where all of the following are met, the supply will be exempt:

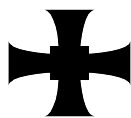
- A series of at least 10 sessions of the same activity
- Each session is in the same space
- There is an interval of at least 1 day but no more than 14 days between each session
- The whole let is paid for in advance
- The let is to a school, club, association organisation representing affiliated clubs or constituent associations (e.g. local league)
- The let is exclusive to that group during their use of the space.
- Refunds may invalidate the exemption of the whole series

NB Bookings made of less than 10 sessions will incur VAT @20%

- **All fees must be paid in advance. Refer to invoice for payment details.**
- **If a Hirer does not attend for a session that has been pre-booked, full payment will be charged.**
- **Cancelled sessions will only be refunded via a credit note with 48 hours-notice by email or in writing.**
- **Please refer to the terms of hire overleaf and conditions of hire attached.**

Car Parking Charges inclusive of VAT		
Monday to Friday	Daily Rate payable at the Kiosk	£3.50
Saturday	Daily Rate payable at the Kiosk	£2.00
Monday to Friday	Monthly Invoiced	£84.00

- **Daily car parking – payment is made at the Kiosk and a receipt is issued by the Attendant.**
- **Monthly charges are invoiced in advance. Whole weeks only.**



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TERMS OF HIRE

- The school reserves the right to charge the Hirer for any loss or damage where there are good grounds for presuming that the loss or damage occurred as a result of negligence or carelessness on the part of the Hirer, or of any person using the facility with the Hirer's explicit or implicit permission.
- The Hirer must provide confirmation in writing that their organisation has public liability insurance
- The Hirer must ensure that appropriate insurance and safeguarding children procedures are in place, for groups/teams this will include Public Liability insurance
- The hirer must not allow unauthorised persons entry or the premises to be used for any purpose deemed unlawful.
- Sub-lettings are not allowed.
- Booking times **include** time for setting up/dismantling equipment and changing at the beginning and end of the session. If lettings over-run, additional charges may be made at the school's discretion.
- The school has no alcohol licence. Lettings which involve the sale or distribution of alcohol will only be allowed if the Hirer obtains prior permission from the school Governors, and the necessary licence.
- Trinity School reserves the right to enter the land/premises at any time for its own use on giving reasonable notice.
- Acceptance of the letting is conditional upon the agreement to accept the above terms and attached conditions and take all responsible steps not to infringe the law.

I have read and understood the terms and conditions of use and agree to these and the payment terms outlined.

Signed:

Dated:

Name:

Organisation/Club:

Address for correspondence:

Email address

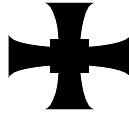
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Telephone No:

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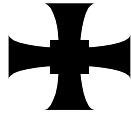
TRINITY SCHOOL CONDITIONS OF HIRE

- The Hirer is responsible for taking appropriate precautions to ensure the health and safety of himself, or any person using the facility with the Hirer's explicit or implicit permission. This includes being aware of the means of alerting the emergency services, informing all participants of the fire evacuation procedures and having a register of attendees.
 - a. When the fire alarm is activated, the Hirer **must** contact the on duty member of the Premises team **immediately on** and advise whether there is a need for the fire brigade to attend.
 - b. The fire alarm system will automatically alert the fire services; however, if it is a false alarm, the premises team are can prevent attendance.
 - c. The Hirer should instruct all participants to muster in the 6th Form courtyard and a roll call must be taken. This information will be needed to pass to fire brigade on their arrival.
 - d. A first aid kit should be provided by the Hirer for all sporting or practical activities.
- Times of lettings will be agreed when the booking is made. If an event finishes early, it is the responsibility of the Hirer to inform a member of the site staff so that the school may be made secure.
- Storage is not permitted. Equipment required must be discussed at the point of booking to confirm availability.
- The Headteacher of the School has the right to determine whether or not sports pitches are fit for play. The school reserves the right to cancel a booking without compensation (but with letting fee refunded) where pitches are not fit. In the event of damage to a pitch which requires additional work by the groundsman, charges will apply.
- The hirer must ensure that no noise or nuisance are caused to members of our local community at any time, particularly between the hours of 7pm to 8am or at weekends. The hirer must ensure that permitted car parks are used: Visitor & Staff car park, Trinity School Leisure Centre, Strand Road (near side to school **only**) avoiding school zigzags, double yellow lines and driveways.
- Dogs, with the exception of Guide Dogs, are not allowed on any part of the school site; even in this exception, provisions must be made to clean up immediately any fouling.
- It is the responsibility of the hirer to ensure that any area of accommodation used in the course of the letting is left in the condition it was found and is maintained in a safe condition during the letting.
- Trinity School reserves the right to enter the land/premises at any time for its own use on giving reasonable notice.
- Trinity School has a strict no smoking policy on or in any part of the school premises (buildings/grounds/car parks) and this should be communicated to all attendees.
- The Sports Hall is the only indoor area where football is allowed. *Only non-leather footballs suitable for indoor use may be used and only clean, flat-soled sports shoes may be worn.*

- Acceptance of the letting is conditional upon the agreement to accept the above letting conditions and take all responsible steps not to infringe the law.

Details of letting

Date Time Signed
(Hirer)



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TRINITY SCHOOL SPORTS HALL

USER GUIDE

Main Hall

1. No food or drink will be allowed in the Main Sports Hall. Drink (water preferred) can be kept in the lobby area or changing room (if this facility is available) for consumption whilst using the Main Sports Hall. Food can be eaten outside the Sports Centre near the main entrance.

Please use the external bin for food waste and wrappers.

2. Correct specific sportswear is to be worn. No outdoor footwear in the Main Sports Hall and training footwear with non-mark soles are preferred.
3. Inappropriate language and behaviour by participants or others in or outside the Sports Hall, will not be tolerated.
4. All equipment will be stored properly in its designated area after use, any damage to be reported, and may result in charges for the damage.
5. Patrons not involved in the sport or training activities have NO reason to be in the Sports Hall.
6. Please note ALL bookings are expected to **start** and **finish** within and at the prescribed time (This includes equipment sets ups and putting away, warm up/downs and team talks). Any delay in the scheduled start times for other users, may result in a fee for the additional period of use resulting from over running.

The user(s) provides supervision, and user takes direct responsibility for the behaviour and actions of their group and persons associated with the group.

7. At the end of the session the Main Sports Hall and any other facility used (such as a changing room) should be clear of personal belongings and litter. For large quantities of litter, a waste bin can be found in the Car Park of the Leisure Centre.
8. The organiser or person in charge should be the last to leave, accounting for his/her participants and checking the changing room and other areas used in the Sports Hall.

Note: The Sports Hall has CCTV and the card entry system is to assist in the control of unauthorised access to designated in the Sports Hall.

Footwear

Users should wear appropriate footwear for the activity. NON – MARKING FOOTWEAR is permitted in the Main Sports Hall.

All types of outdoor footwear, heels and black soled shoes/boots are strictly prohibited and should be removed prior to access.

FIRE ALARM

1. Continuous alarm will indicate the need to evacuate the building, to 'empty the building of all persons'.
2. The **Person in Charge** of the users at the time is responsible for removing the group, if a member of the school staff is in attendance they too will assist in the safe direction and removal of persons.
3. Do not lock any doors.
4. Leave in an orderly fashion and by the nearest 'EXIT' door, signs are displayed to aid persons to exit the building.
5. Move in a controlled manner towards the designated EXIT point.
6. After evacuation ALL persons will move to the assembly point (by the furthest Cycle Shed).
7. Once the building has been evacuated, persons WILL NOT reenter the Sports Hall building for any reason.
8. The safe return into the Sports Hall will only happen after the attending Service(s) and attending Site Staff, have deemed it safe to do so.