



## The Blyth Academy

### Academy Letting - Initial Request Form

Name of Applicant:	.....
Address:	.....
Telephone Number:	.....

Name of Organisation:	.....
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Details of Facilities Requested:	.....
1 <sup>st</sup> Choice Day of the Week Requested:	.....
2 <sup>nd</sup> Choice Day of the Week Requested:	.....

Access Time:	.....
Event Start Time:	.....
Event Finish Time:	.....
Access Finish Time:	.....

Use of Academy equipment requested:

Catering Service

Sports Hall

Gym

Cricket Nets

Activity / Dance Studio

Classroom including ICT access

Auditorium

Use of Lightning per event

Use of Lighting per event

Use of Technician

Bistro (Staffed Lunch Service)

Conference Room

Maximum Number of Participants:	.....
Age Range of Participants	.....
Number of Supervising Adults:	.....

Relevant Qualifications of Supervisors (ie. First Aid / Safeguarding):	.....
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DBS checks been carried out? (if applicable)	.....
DBS Clearance Number:	.....
DBS Clearance Date:	.....
Registered Board?	.....

The proposed hirer confirms that adequate and appropriate insurance cover is in place for the activity to be carried out.

The proposed hirer confirms that arrangements are in place for First Aid cover for the activity.

The proposed hirer confirms that before bringing any equipment (including electrical) onto site they will inform the Academy staff prior to the first booking.

**I confirm that I am over the age of 18 years and that the information provided on this request is correct.**

Signed: ..... Date: .....

Position: .....



## The Blyth Academy

### Hire Agreement

The Hirer:	Susan Caisley PA to Alan Carrick
Address:	Northumberland County Council County Hall Morpeth NE61 2EF
Telephone Number:	T 01670 622742

Facility to be Used:	Auditorium / OLC
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Activity to be Undertaken:	Parent/Carer with children with SEN requirements – Service Advice Session
Dates of Hirer:	Tues; 11/07/17
Periods of Hirer:	1730-2100 access (event start 1800 and close 2030)
Maximum Number of Participants:	Unknown

Fee:	Auditorium with use of ICT equipment <b>£157.50</b> Open Learning Centre with use of ICT equipment (charged at conference room hrly rate) <b>£78.75</b>
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<b>Public Liability Insurance:</b> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	<b>Copy Attached:</b> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<b>First Aid Qualification?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Copy Attached:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>

The Academy agrees to hire the premises to the Hirer on the date(s) and for the period(s) given above upon payment of the specified fee.

The Hirer's accepts all the conditions of hire as set out in the Terms and Conditions document.

The Hirer's attention is specifically drawn to the indemnities contained in their hire conditions and the need to obtain suitable insurance cover for any loss, damage or injury,

Signature: ..... (The Hirer)

Signature on behalf of the Academy: .....

Date: .....

## **Terms & Conditions for the Hire of Academy Premises**

All terms and conditions set out below must be adhered to. The Hirer shall be the person making the application for a letting, and in this respect will be personally responsible for payment of all fees and other sums due in respect of the letting.

### **Status of Hirer**

Lettings will only be made to persons over the age of 18 years representing lawful groups or organisations. The hire agreement is personal to the Hirer only and nothing in it is intended to have the effect of giving exclusive possession of any part of the Academy to them or creating any tenancy between the Academy and the Hirer.

Persons may have to undergo a criminal record check via the Data and Barring Service (DBS). If a booking involves contact with students from the Academy or the organisation includes children and young people DBS checks are required for all personnel involved. These checks must be made by prior arrangement with the Academy with at least two month's advance notice.

Persons undertaking sports instruction must have the appropriate qualifications.

### **Attendance**

The Hirer shall ensure that the number of persons using the premises does not exceed that for which the application was made and approval given. Hirers are required to sign in and out at the Community Zone reception desk and keep records of those attending the function. Only a total number of young people and adults is required to be handed in to reception at the end of each booking.

### **Behaviour**

The Hirer shall be responsible for ensuring the preservation of good order for the full duration of the letting both within the building and grounds of the Academy.

### **Public Safety**

The Hirer shall be responsible for the prevention of overcrowding and for keeping clear all gangways, passages and exits. The Hirer is responsible for providing adequate supervision for the activity and should need arise is responsible for checking that all have successfully vacated the building during an emergency or practice for an emergency. Hirers are responsible for checking that all their members are present at the muster station. Hirers will be expected to sign a copy of the evacuation procedure indicating that they understand the procedure and know the position of the muster station. Hirers should have a record of contact details for each of their members.

### **Own Risk**

It is the Hirer's responsibility to ensure that all those attending are made aware of the fact that they do so at their own risk.

### **Damage, Loss or Injury**

The Hirer warrants to the Governing Board that it has appropriate public liability insurance to cover all its legal liabilities for accidents results in injuries to all participants in the activity for which the premises are being hired, and/or loss of or damage to property including the hired premises.

## **Furniture & Fittings**

Furniture and fittings shall not be removed or interfered with in any way. No fittings or decorating of any kind are permitted other than the use of existing pin boards. Blu-tack and similar commercial substances are not permitted in the Academy building and nothing must be attached to the walls and doors. Observation panels in doors are a safety feature and must not be covered.

## **Academy Equipment**

This can only be provided if requested on the initial booking form. The Hirer is liable for any damage, loss or theft of Academy equipment they are using and for the equipment's safe and appropriate use.

## **Electrical Equipment**

Any electrical equipment brought by the Hirer onto the Academy site must comply with the code of practice for portable electrical equipment. Equipment must have a certificate of safety from a qualified electrical engineer and the intention to use any electrical equipment must be notified on the application.

## **Car Parking Facilities**

Academy parking facilities are available to those involved in the letting subject to availability. Parking is at the risk of the car driver and the Academy accepts no liability for damage to vehicles in its car parks.

## **Toilet Facilities**

Access to the toilet facilities is included as part of the hire arrangements.

## **First Aid facilities**

It is the responsibility of the Hirer to make their own arrangements for the provision of first aid and this includes first aid training for supervising personnel as well as the provision of a first aid kit.

## **Food & Drink**

No food or drink may be prepared or consumed on the Academy site without the direct permission of the Academy.

## **Intoxicating Liquor**

No intoxicating liquor may be brought onto or consumed on the premises without the direct permission of the Governing Board.

## **Smoking**

The whole of the Academy site is non-smoking and this includes the grounds and the car park areas.

## **Footwear**

Appropriate footwear must be used for each activity. Outdoor footwear (such as football boots) must be removed or cleaned before entering the building.

### **Sub-Letting**

The Governing Board does not permit Hirers to sub-let the premises.

### **Copyright & Performing Rights**

The Hirer shall not during the occupancy of the premises infringe any copyright or performing right, and shall indemnify the Academy against all sums of money which the Academy may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.

### **Right of Access**

The Principal or representative reserves the right of access to any part of the premises during any letting.

### **Vacation of Premises**

The Hirer shall ensure that the premises are vacated promptly at the end of the letting. The Hirer is responsible for supervising any users taking part in an activity until they leave the premises. In the case of children the Hirer is responsible for their supervision until they are collected by a responsible adult.

### **Promotional Literature**

A draft copy of any information to be distributed to participants should be handed to the academy at least a week before distribution by the Hirer. The Governing Board does not permit its logo to be used on material produced by other bodies and the Northern Education Trust does not permit its logo or name to be used on promotional literature by Hirers.

### **Safeguarding**

Organisations involving children and young people must hand if a copy of their Child Protection / Safeguarding Policy together with details of their Safeguarding Officer. Should the details of this officer change then the academy must be informed immediately. Where a local organisation is part of a national body then the national safeguarding scheme will suffice as long as details of the organisation's local Safeguarding Officer are provided. Local community organisations which do not have a Safeguarding Policy should seek advice from the academy as their booking cannot be accepted without a policy.



**The Blyth Academy**

**Hire Charges for the Year Beginning September 2016**

The Governing Board has set the following range of charges:

**Each Fee Refers to a 60 Minute Booking.**

5.30pm until 10pm weekdays

7am until 10pm weekends

Bookings begin on the half hour.

<b>Facility Hired</b>	<b>60 minutes excludes VAT</b>	<b>Concessions excludes VAT</b>	<b>Daily Hire Charge</b>	<b>10 Consecutive Week Fee if paid in advance (phr)</b>
Sports Hall	<b>£31.50</b>	<b>£22.20</b>		<b>Adults: £26.25 Juniors: £18.50</b>
Gym	<b>£15.90</b>	<b>£7.56</b>		<b>Adults: £13.25 Juniors: £6.30</b>
Cricket Nets	<b>£31.50</b>	<b>£21.00</b>		
Activity/Dance Studio	<b>£21.00</b>			
Classroom including ICT access	<b>£26.25</b>			
Auditorium	<b>£52.50</b>		<b>£525</b>	
Use of Lighting per event	<b>£50.00</b>			
Use of Technician	<b>£15.00</b>			
Bistro (Staffed Lunch Service)	<b>£31.50</b>			
Drama Room	<b>£21.00</b>			
Conference Room	<b>£26.25</b>			

**Changing rooms with showers are not booked as a chargeable item but are available with all sports bookings.**

The Principal may exercise discretion to offer a reduction of up to 25% of the applicable fee for an introductory period of up to 12 months to encourage minority groups to use academy premises. Any reduction above 25% or for longer than 12 months will require approval by Governors

**These fees will be reviewed in April each year for implementation in September of the same year.**