



## Policy Document

<b>Policy Document</b>	
Subject	Lettings
Approval Date: March 2026	Review Date: March 2027
Signed by:  Name: S England  Role: Headteacher	Written by  Name: T Bowen  Role: SBM

# Lettings Policy

The Governors view the school premises as a facility for the benefit of the whole community of Ashwell Primary School. They will seek to give the community access, where possible, for reasonable purposes at a reasonable cost, however due to our inability to lock classrooms we do not hire the school for private parties.

## 1. Governors Responsibilities

The Resources Committee will:

- 1.01 Delegate to the Headteacher the power to authorise lettings and the Headteacher will report on lettings termly to the Resources Committee.
- 1.02 Delegate to the Business Manager the responsibility to ensure lettings forms are issued on a regular basis to the hirers and that all monies are collected and retained for the school.
- 1.03 Ensure the school provides contact numbers of a responsible person to the hirers who will be available throughout the period of the letting.

## 2. Charges

The Resources Committee will set the charges for lettings guided by the following principles and review prices on an annual basis:

- 2.01 Use by Ashwell PTA will be free of charge.
- 2.02 Lettings to non-profit making community groups as per Appendix 1.
- 2.03 Lettings to all other hirers e.g. commercial organisations will be charged as per Appendix 1, minimum booking 3 hours.
- 2.04 Booking of the school grounds are on a negotiated basis.
- 2.05 Additional costs may apply if additional Site Management is required at Site Managers' rate of pay per hour.
- 2.06 All bookings are subject to a returnable £200 deposit
- 2.07 All bookings are subject to a compulsory £30 cleaning fee.

## 3. Conditions

- 3.01 All persons wishing to hire the premises must apply in writing using our booking form and demonstrate that they have Public Liability Insurance cover of at least £5 million; otherwise, a 10% surcharge will be added to the hire cost to obtain cover on behalf of the hirer. Booking form in Appendix 2.
- 3.02 All persons hiring the school premises must undertake to leave the buildings/grounds in a clean, tidy and presentable condition.
- 3.03 All persons hiring the school premises will be expected to conform to the relevant Health & Safety regulations.
- 3.04 The school premises will be let for functions where a Public Entertainment Licence or Licensed Premises Licence is required, provided this is agreed in advance and the organisation concerned obtain the necessary licence.
- 3.05 The use of specialist facilities shall only take place in the presence of a person who is qualified to use the facilities and is authorised by the Governors.
- 3.06 Any organisation who hires our premises for purposes of working with children will need to provide a copy of their safeguarding policy at the time of booking.
- 3.07 The school will never be let to any form of extremist organisation.

# Appendix 1



## Ashwell Primary School

Silver Street, Ashwell, Baldock, Herts, SG7 5QL

Headteacher: Mr S England

Telephone: 01462 742297

Email: [admin@ashwell.herts.sch.uk](mailto:admin@ashwell.herts.sch.uk)

Website: [www.ashwell.herts.sch.uk](http://www.ashwell.herts.sch.uk)

## Hiring Charges April 2026

Room	Charge per hour	Minimum booking 3 hours
MAIN HALL	£30	£90
DINING HALL	£25	£75
DINING HALL & KITCHEN	£45	£135
MAIN HALL, DINING HALL & KITCHEN	£75	£225
COMPULSARY CLEANING CHARGE (per room)	£30	
COMPULSARY RETURNABLE DEPOSIT **	£200	

\*\*The deposit will be returned after the cleaner has been in and confirmed that the hall was left in an acceptable condition.

### PLEASE NOTE:

Hiring charges include the room(s) plus tables and chairs. They do **not** include any other school equipment including - stage, stage lighting, sound system or IT equipment. Should any of these items be required certain conditions must be met and individual tailored quotes can be provided, please ask for details.

When hiring the kitchen, the following are **not** included - utensils, pots & pans, fridges and freezers. The cookers can be used but training from the cook will be necessary before the event.

A £200 returnable deposit is required for all bookings, to be returned after the event or retained if the areas used have not been left as per Condition 3.02.

### Caretaker

Additional costs of £35 per hour will apply if the Caretaker is required; minimum charge £35.

### Public Liability Insurance

All hirers of the premises must provide evidence of Public Liability Insurance cover of at least £5 million, otherwise a 10% surcharge will be added to the hire cost to obtain cover on behalf of the hirer.

### Regular Users

50% discount is available for bookings of 10 sessions or more.

### Car park only

Car parking space for up to 16 vehicles is available at a cost of £45 per day.

### School Grounds

Bookings of the school grounds are on a negotiated basis.

# Appendix 2



## Ashwell Primary School

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### Lettings Form

Name of hirer: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email address: \_\_\_\_\_

Venue: Main hall / Dining Room / Kitchen / Car park (delete as appropriate)

Date of hire: From \_\_\_\_\_ to \_\_\_\_\_

Time of hire: from \_\_\_\_\_ to \_\_\_\_\_ number of hours: \_\_\_\_\_

Emergency telephone numbers:

Name \_\_\_\_\_ Tel no. \_\_\_\_\_

I accept full responsibility for the health and safety of those using the premises during the hire period.

I attach a copy of our Public Liability Insurance cover of at least £5 million

I do not have Public Liability Insurance and request Ashwell School obtains cover on my behalf, a 10% surcharge will be added to the hire cost.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

On receipt of this form Ashwell School will forward the following details:

- how to pay the deposit
- an invoice for payment.

## Appendix 3



# Ashwell Primary School

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## Contract of Hire

Date:

Dear \_\_\_\_\_

This is to confirm that Ashwell School has agreed to hire out the following facility / facilities:

- Venue:  Main hall  
 Dining Room  
 Kitchen  
 Car park

Date of hire: From \_\_\_\_\_ to \_\_\_\_\_

Time of hire: from \_\_\_\_\_ to \_\_\_\_\_ number of hours: \_\_\_\_\_

We have received:

- £200 Refundable deposit
- Hire charge payment of £ \_\_\_\_\_ (inclusive of non-refundable insurance premium).
- Public Liability Insurance Certificate

Please report to the Caretaker 15 minutes prior to the time of hire in order to familiarise yourself with the school.

School Emergency telephone number, for use only in case of emergency during the period of your hiring:

- **Mr Andrew Warren, Caretaker Tel no. 07814 674118**

All other contact should be made via the school office, details at the top of this form.

Yours sincerely,

Mr S England  
Headteacher