

Banwell Buddies - Lettings Policy

Playgroup Building and Facilities

1. Rationale

Banwell Buddies is an integral part of the local community. The Playgroup Building and its facilities should be available to benefit members of the wider community outside of core hours.

2. Purpose

- 2.1 To further integrate Banwell Buddies into the local community.
- 2.2 To support the development of social inclusion to all members of the community by providing a Playgroup Building for hire which is welcoming and accessible to all members of the community.
- 2.3 To confirm a scale of charges and generate an income for Banwell Buddies.
- 2.4 To establish bands of users and ensure consistency of usage.

3. Guidelines

- 3.1 Any person or organisation wishing to use the Playgroup Building must complete a lettings form (Appendix 2). Regular lettings should complete a new form at the beginning of every other term (new six term school year).
- 3.2 Any person or organisation must agree to abide by the conditions of hire which are attached to the policy (Appendix 3), on the reverse of the application form and are available in the Playgroup Building.
- 3.3 Banwell Buddies Management Committee are responsible for the lettings of the premises. The Chair and nominated committee members will take that responsibility.
- 3.4 There are two bands of users; designated and private users.

3.4.1 Designated Users

The designated user group is likely to be the largest to use educational premises and grounds. It follows that charges should be set with cost recovery point in mind and not at levels which could deter usage. Within this band the groups below are in order of access to extended use of the premises:-

- Banwell Buddies' own activities
- Community Education programmed activities
- Other community activities (playgroups, play schemes, support groups, etc.)

- Usage by the Education Department for its purposes other than those already specified above

3.4.2 Private Users

Those who are not designated users will be private users. Private users are allowed to hire the Playgroup Building and facilities at the discretion of the Chair and nominated committee members.

3. Letting Charges

The Lettings charges are attached to this policy (Appendix 1) and can be reviewed at any time. Lettings will be subject to the completion of the booking form (Appendix 2) and conditional on the observance of the rules of hire (Appendix 3).

The Lettings Policy must break even and Banwell Buddies should not subsidise unrelated activities.

Appendix 1

Banwell Buddies– Lettings Charges

Playgroup Building and Facilities

The following charges will apply from 1st May 2008. All costings are per hour.

Area of Hire	12.30 – 6.00pm	Evenings 6.00pm–10.00pm	Weekends 10.00am–5.00pm
	<i>Designated Users</i>	<i>All Users</i>	<i>All Users</i>
Playgroup Building (incl. use of kitchen facilities)	£11	£11	£11

Please Note: A refundable deposit of £40.00 will also be required for all lettings. This will be refunded on satisfactory completion of the letting, or on cancellation of the booking not less than 7 days before the date of hire.

Appendix 2

Banwell Buddies – Booking Form

Playgroup Building and Facilities

<p>Lettings Reference: <i>(Note: Please read carefully the 'Conditions of Hire' notes in Appendix 3 and the Emergency Procedures in Appendix 4 before completing this form)</i></p>		
<p>To be completed by the applicant in black ink or type please</p>		
<p>Purpose of Hire:</p>		
<p>Date(s):</p>		<p>Time(s):</p>
<p>Name & Address of Applicant:</p>		
<p>Telephone No:</p>		
<p>Name of organisation (if applicable):</p>		
<p>Is the organisation on the Register of Approved Youth Organisations held by the Director of Community Leisure YES/NO</p>		
<p>If yes, please state Registration No:</p>		
<p>Signature of Applicant:</p>		<p>Date:</p>
<p>The rate chargeable for the letting:</p>		<p>£</p>
<p>Public Liability Insurance of £5 million is a requirement of North Somerset Council for all users of the Council's facilities. Full indemnity for use of the building and facilities is included with the hire charge.</p>		
<p>Total Letting Charge:</p>		<p>£</p>
<p>(For office use only) This Application for Letting is approved/not approved</p>		
<p>Signed:</p>	<p>Designation:</p>	<p>Date:</p>
<p>Booked:</p>	<p>Responsible Person:</p>	

Appendix 3

Banwell Buddies – Conditions of Hire

Playgroup Building and Facilities

1. The person signing the application form shall be considered as being the hirer and must be over 18 years of age.
2. The premises will only be used for the event described on the application form.
3. The Chair or his/her representative may refuse admission to any person without giving any reason for doing so and may similarly require any person to leave the premises.
4. The hirer will be responsible for ensuring that all activities take place in a safe manner.
5. The behaviour and safety of persons on the premises for this booking are the responsibility of the hirer.
6. The Management Committee shall not be held responsible for any loss or damage to any property arising from the hire.
7. A Responsible Person, who will be available at all times during the period of the hire, will unlock the premises at the beginning of the hire and lock up again at the end of the hire.
8. The hirer shall be responsible for all damage or loss to any fittings, fixtures, or equipment or property occurring during the period of the hire. Any damage arising from the hire must be reported to the Responsible Person.
9. The hirer must familiarise him/herself with the emergency procedures for fire, first aid, accidents and defect reporting and shall be responsible for carrying them out effectively.
10. The hirer is responsible for the adequacy, suitability and safety of all equipment brought in to the premises. The hirer shall be responsible for any damage caused to the premises and equipment by the hirer's equipment.
11. Should the Management Committee need to make any insurance claim arising from damage caused by a hire, it reserves the right to claim any insurance excess from the hirer.
12. Alcoholic beverages may only be served with the permission of the Chair. It is the responsibility of the hirer to obtain any necessary licence for the sale of alcoholic drinks.
13. The hirer must ensure that unauthorised persons are prevented from entering the premises during the time of the let. They must also ensure that guests are restricted to the area hired for the function.

14. It may be necessary for Banwell Buddies to cancel or postpone a let. If this occurs, the hirer can make no claim against Banwell Buddies/The Management Committee for any loss he/she may sustain.
15. Authority to accept or cancel a booking shall rest with the Chair and nominated committee members.
16. The premises must be left in a clean and tidy state and all equipment must be put back after use. If the premises are not cleaned to the satisfaction of the management committee, the hirer will be responsible for any payment necessary to have them cleaned. A £40 deposit will be required to cover such eventualities.
17. **Smoking is not permitted in any part of the Playgroup Building or grounds.**
18. Car parking is not allowed in the Playgroup grounds, except for loading/unloading. Vehicles should be parked in the village car park opposite the school.
19. Banwell Buddies will not accept any responsibility for advertising, photocopying, or communication relating to any let.
20. North Somerset Council requires the hirer to have and maintain, for the duration of the hire, insurance cover arranged with a reputable company, to provide a minimum third party indemnity of £5 million. For simplicity, this cover is included with the cost of the hire, for all normal use of the Building and facilities. However it is the responsibility of the hirer to ensure that this cover is adequate for the period and purpose of the letting, and if not to arrange whatever other insurance he/she requires to cover his/her liabilities.

Appendix 4

**Banwell Buddies – Emergency Procedures
For Hirers of the Playgroup Building and Facilities**

IN THE EVENT OF AN EMERGENCY:-

Telephone

There is a telephone available for emergencies only within the Playgroup Building.

If you require the Emergency Services you are at the Playgroup Building, rear of Banwell Primary School, West Street, Banwell, North Somerset, BS29 6DB.

First Aid

There are **NO** First Aiders officially on site when the Playgroup Building is open outside of core hours. If a hirer thinks they will need access to first aid they must provide personnel themselves.

Fire Evacuation

If the Fire Alarm should sound the hirer is responsible for ensuring that everyone involved in their activity leaves the building. If possible, close windows and doors. Groups should leave the building and assemble on the tarmac area outside.

If you discover a fire immediately raise the warning by operating the nearest fire alarm. Attack the fire with the nearest available fire appliance but do not remain in the building if there is immediate danger to your life. Call the Fire Brigade.