



ENVIRONMENTAL AND LAND BASED CENTRE LETTINGS POLICY

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THE NORTH SCHOOL
ENVIRONMENTAL AND LAND BASED CENTRE
LETTINGS POLICY

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1. INTRODUCTION

The North School and the Governing Body are keen to see that the facilities at the Environmental and Land Based Centre (ELBC) can be used to benefit the local community. Although the education of children will always be the prime purpose of our school, we believe education is a lifelong process which should be open and accessible to all.

This policy outlines our approach with regard to letting. It sets out the facilities available, the charges and the responsibilities of the Governors, school staff and the users when the ELBC is hired.

Our lettings policy operates within the framework of all Equalities legislation and the Governing Body will not let the ELBC to organisations whose purpose is, amongst other things, to encourage racial discrimination and/or disharmony between persons of different racial groups, or are otherwise involved in activities prejudicial to good race relations.

We will consider letting to any group able to comply with the terms and conditions outlined in the agreed procedures.

2. FACILITIES

The ELBC consists of the following facilities that are available for hire:

- Climbing Wall
- Farm – educational visits
- Classroom(s) in Land Based Centre

3. CHARGES

The Governing Body each year will consider and agree the charging scheme and level of charges to be levied in the forthcoming academic year.

4. RESPONSIBILITIES

The **Governing Body** are responsible for agreeing this policy and the associated charging scheme and charges on an annual basis.

The **Headteacher** has overall responsibility for the ELBC but delegates the day to day letting and management outside of the school day to the ELBC Co-ordinator.

The **ELBC Co-ordinator** is responsible for all of the letting arrangements.

The **Hirer** is responsible for ensuring they use the facilities they have hired in accordance with the Terms and Conditions of the letting.

5. COMPLAINTS

In the event that the Hirer has a complaint about the letting this should first be raised with the ELBC Co-ordinator but in the event of it not being satisfactorily resolved the matter will be considered by the Headteacher.

LETTINGS PROCEDURES

TERMS AND CONDITIONS OF HIRE

1. Definitions

1.1 In these Terms and Conditions:

Activities means the activities carried out for the duration of the Hire Period and on the ELBC Premises;

Agreement means the agreement between the Third Party and the School on these Terms and Conditions of Use entered into upon the School notifying the Third Party that it has accepted the booking;

Booking Form means the Regular hire Booking Form;

ELBC Premises means the premises at the ELBC applied to hire;

Equipment means any equipment under the ownership, possession or control of the School or otherwise present on the Facilities that is made available to the Third Party or to which the Third Party has access for use in connection with the Activities;

Event of Force Majeure means, as regards a party, the occurrence of circumstances beyond the reasonable control of that party including (without limitation) industrial action, strikes, lockouts, blockades, riots, act of war, piracy, destruction of essential equipment by fire, explosion, storm or intemperate weather, unfitness of playing fields for use, flood, earthquake, failures of, shortages in or a loss of access of equipment, power, supplies, fuel or transport facilities;

Facilities mean that part of the ELBC Premises listed on the Booking Form;

Facilities Staff means any employee of the School with responsibility for the Premises and equipment;

Hire Charge means the cost of hiring the Facilities and (where appropriate) the Equipment as specified in the Booking Form together with any additional charges or costs incurred due to loss or damage;

Hire Period means any and all periods of time during which the Third Party is permitted to use the Facilities and (where appropriate) the Equipment as stated in the Booking Form;

Regular Hire means hire on a periodic basis;

School means The North School Environmental and Land Based Centre (ELBC)

Third Party means the person, organisation, club, firm or company with whom the Contract is made, and Third Party User means any person under the control of, connected with or on the ELBC Premises with the consent of the Third Party.

1.2 Words in the singular shall include the plural and vice versa, references to any gender shall include the others and references to legal persons shall include natural persons and vice versa.

2. GENERAL

2.1 This agreement grants to the Third Party the use of the agreed facilities at the dates and times indicated, subject to the following conditions:

2.2 All applications for the hire of the ELBC Premises must be made in writing on the Booking Form, available from the School or the ELBC Co-ordinator. In all cases the Booking Forms must be duly completed and signed. One copy will be returned to the Third Party and the other kept by the ELBC Co-ordinator.

2.3 Any person who is not a party to this Agreement has no right under the Contract (Rights of Third Parties) Act 1999 to rely upon or enforce any terms of this Agreement except that it does not affect any right or remedy of a third party which exists or is available apart from that Act.

3. HEALTH AND SAFETY

- 3.1 All Accidents and Incidents must be reported to ELBC staff representative immediately.
- 3.2 The Third Parties are required to familiarize themselves with the fire evacuation procedures prior to their event and to follow these procedures in the event of fire or the sounding of the fire alarm. Information regarding this is available from ELBC Co-ordinator upon request.

4. THIRD PARTY USERS

- 4.1 The Third Party acknowledge that they are only permitted to use the areas designated for the hire and shall ensure that all persons attending the function for which the room(s) is hired are made aware of and abide by this restriction. ELBC staff representative will show the Third Party the toilet facilities, which the Third Party and their guests are to use during the hiring.
- 4.2 The Third Party must ensure:
 - a) No fire equipment is moved or tampered with, except in an emergency.
 - b) All emergency exits remain clear with unhampered access.
 - c) Arrangements are made for orderly parking of cars within the designated areas.
 - d) Any equipment belonging to the Third Party is removed at the end of the hire period.
- 4.3 The Third Party may only use the premises for the purpose that has been declared and agreed with ELBC Co-ordinator.
- 4.4 The room(s) must be left in a clean and tidy condition and all rubbish removed from the school. Failure to leave the room(s) in a clean and tidy condition will incur additional charges to cover the cost of cleaning.
- 4.6 The Third Party shall be responsible for:
 - a) Payment of the fee and any other charges eg for special requests
 - b) The provision of stewards to control entrance to the ELBC Premises and to preserve order during the hiring, where agreed necessary at the point of booking with ELBC Co-ordinator.
 - c) The employment of any security staff at the request of the Facilities Staff.
 - d) All claims, costs and damages arising from accidents or injury sustained by any persons on the ELBC Premises or arising from any infringement of copyright on the ELBC Premises, during the period of hire.
 - f) All claims in respect of damage to or loss of property, articles or any item whatsoever placed in or left upon the School Premises by the Third Party, or any other person using the School Premises.
- 4.7 The Third Party shall permit the Facilities Staff to enter the ELBC Premises at all times.
- 4.8 The ELBC Co-ordinator is responsible for the enforcement of these Conditions of Hire and is required to prevent the use of any article, appliance or apparatus and to prevent any event, exhibition or performance, which may be considered objectionable or dangerous.

5. PAYMENT

- 5.1 The full hire fee, specified in the Booking Form ,is payable at the time of booking, or on receipt of an invoice. In addition to the hiring fee a damage deposit may be requested entirely at the discretion of the ELBC Co-ordinator.
- 5.2 The room(s) must be vacated at the agreed time and all equipment replaced and removed as appropriate. The ELBC premises must also be vacated at the end of the hire. Failure to vacate the room(s) at the agreed time will incur additional charges.
- 5.3 Any further charge becoming payable as a result of exceeding the allocated period of hire or for any other reason shall be payable within seven days of receipt of the appropriate invoice.
- 5.4 The hours of hire are the total of those for which the ELBC Premises may be used by the Third Party as contained in the Hire Agreement. The hours include set-up and dismantle activities where applicable.

- 5.5 The fee covers heating and lighting, the normal preparation and the normal service of the attendants under the direction of the Facilities Staff, but do not include any extraordinary work, service or attendance which must be provided by and at the Third Party's own cost. The cost of any breakages may be claimed by the Facilities Staff from the Third Party.
- 5.6 The fee, unless specially stated to the contrary, is for the use of the ELBC Premises, together with such seats, apparatus or equipment. Any other furniture required by the Third Party must be provided at his own cost.
- 5.7 Cheques should be made payable to "The North School".

6. CATERING

- 6.1 No right to supply refreshments of any kind whatsoever shall be deemed to be given to the Third Party or to any other person by grant of the use of the ELBC Premises (unless prior written consent is given by the ELBC co-ordinator).
- 6.2 If the use of kitchen and servery facilities is required such request must be made on the Booking Form at the time of booking.
- 6.3 Where use of kitchen equipment is required, the Third Party agrees to pay for the services of a member of the Facilities Staff to operate such equipment as may be necessary.

7. INTOXICATING LIQUORS AND SUBSTANCES

- 7.1 The Third Party is prohibited from bringing onto or consuming on the ELBC Premises any intoxicating substances or illegal drugs.
- 7.2 The Third Party may not bring onto or consume on the ELBC Premises any intoxicating liquors.
- 7.3 The Third Party shall ensure that all bottles and cans are removed at the end of each Hire Period, save where the same have been provided by ELBC as part of agreed catering arrangements.

8. FOOD AND DRINK

- 8.1 Food and drinks must strictly be taken in authorised areas only.

9. SMOKING

- 9.1 The smoking of cigarettes, pipes, cigars, electronic vaporising cigarettes of any type or any other matter on the ELBC Premises is strictly prohibited at all times and without exception (including in the grounds).

10. FIRE SAFETY

- 10.1 No open fires, candles or unauthorized electrical equipment may be used on the school premises.

11. GAMBLING

- 11.1 No betting, gambling or gaming is permitted on the ELBC premises.

12. NOISE

- 12.1 Noise levels must be contained to a reasonable level at all times and noise from the Third Party's event must not be audible in any neighbouring properties. It is the Third Party's responsibility to ensure noise levels are monitored to ensure no disruption to people in neighbouring properties.
- 12.2 The Third Party must comply with the instructions of the Facilities Staff in this respect.

13. SPORT

13.1 USE OF CLIMBING WALLS

The use of climbing walls is strictly prohibited unless under the supervision of a trained instructor/s.

13.2 USE OF CHANGING ROOMS

Where the Third Party requires access to Changing Room facilities, they are responsible for ensuring these are left tidy.

14. ANIMALS

- 14.1 With the exception of Guide Dogs, no animals are allowed on the ELBC Premises without prior permission of the ELBC Co-ordinator.
- 14.2 No unauthorised person or persons should enter any animal enclosure or attempt to handle any animal.
- 14.3 Any contact with the animals is at the person or persons own risk.
- 14.4 All visitors are requested to make full use of hand washing facilities after touching the animals or animal areas upon leaving the farm.

15. MUSIC AND DANCE

- 15.1 If the Third Party wishes to provide music, dancing or other entertainment, the Third Party must first obtain any necessary public entertainment licences and provide ELBC with a copy seven days prior to the date of the booking. Failure to do so will entitle the ELBC to cancel the booking and retain the booking fee.
- 15.2 The Third Party agrees not to polish floors for dancing except with the written consent of ELBC.

16. FORCE MAJEURE

- 16.1 Neither party shall incur any liability to the other in the event it is prevented from, hindered or delayed in the performance of its obligations under the Agreement by an Event of Force Majeure.

17. CRIMINAL ACTIVITY

- 17.1 No indecent or criminal activity is permitted.

18. LIABILITY

- 18.1 Save for liability in respect of personal injury or death, ELBC maximum liability to the Third Party for breach of contract, negligence or any other cause of action, is hereby limited to 1x the hire fee paid by the Third Party.
- 18.2 The Third Party hereby agrees to indemnify ELBC without limitation against all liabilities to other persons (including the servants and agents of ELBC or the Third Party for bodily injury, damage to property or other loss, which may arise out of or in consequence of the

actions of the Third Party or his employees, servants or agents and against all actions, costs, claims, charges and expenses that may be occasioned by ELBC by the claims of such persons.

- 18.3 ELBC does not accept any liability for damage to the Third Party's property howsoever caused and the Third Party must ensure adequate public liability insurance cover is in place for his particular organisation / event. ELBC does not maintain a policy of insurance, which covers Third Parties (which includes the Third Party and their guests).
- 18.4 The Third Party will be personally liable for all damages caused to any school property as a result of the hire and hereby agrees to indemnify ELBC for any losses ELBC incurs as a consequence of the room(s) hire.

19. OBLIGATION

- 19.1 The Third Party's Third Party Liability insurance certificate must be forwarded to the ELBC Co-ordinator for verification before the hire starts. Any not for profit organisation is able to take advantage of KCC public liability insurance at a premium of 3.15% of the letting fee.
- 19.2 Groups working with children and young people must provide written assurances to the ELBC Co-ordinator that all members of their leadership are known to be suitable persons, in line with Keeping Children safe in Education DfE 2016).
- 19.3 Compliance with the requirements of Section 12(1) of the Children and Young Persons Act 1933 regarding the safety of children and entertainments.
- 19.4 The provision of suitable trained persons to be on duty and be responsible for the safety of the persons using the ELBC Premises during the whole of the period of the hiring as deemed necessary by the Facilities Staff.
- 19.5 Compliance with the Regulations relating to the ELBC Premises and any other conditions and regulations which are from time to time in force.
- 19.6 The Third Party shall not assign sublet or sublicense any permission to use the ELBC Premises.

20. TERMINATION

- 20.1 The Agreement shall automatically terminate on the expiry on any said event as outlined on the recognised booking form.
- 20.2 ELBC reserves the absolute right to cancel a booking at any time should the facilities be required either by the ELBC. In these circumstances any deposit or fee will be returned to the Third Party. ELBC liability in such an event will be limited to the amount of the deposit or the fee
- 20.3 Should the Third Party fail to comply with any of the above conditions or act in any way which is, or could be deemed to be in conflict with the effective running of the ELBC, ELBC is entitled to terminate the licence forthwith and the Third Party and any guests will be required to vacate the premises. The decision of the ELBC Co-ordinator will be final and binding and ELBC will in no way be liable to the Third Party for the return of paid fees or any other compensation if the hire is terminated in accordance with this clause.

21. COLLECTION OF MONIES

- 21.1 The Facilities Staff do not accept any responsibility with respect to the sales or collection of monies on behalf of the Third Party.

CONDITIONS OF USAGE

1. Any movement of furniture required must be undertaken by the hirer under the direction of the caretaking staff of the ELBC. No furniture or apparatus is to be used without prior permission. Furniture must be returned to its original position at the end of each letting.
2. The authorised hirer is responsible for those attending the function and in particular for leaving the site in a quiet and orderly fashion by the time stated in the booking agreement.
3. Where car parking is required, the hirer must undertake the proper stewarding and control of the parking area in collaboration with the police where necessary. The hirer must maintain safe entry and exit from the premises and provide and maintain clear access for emergency vehicles and service vehicles.
4. No alcoholic drinks may be consumed or brought onto the premises unless written permission has been applied for and received from the Governing Body. No alcoholic drinks may be sold without a magistrate's licence, and this must be shown in advance to the ELBC Co-ordinator and Governing Body. Safety regulations require that no alcoholic drinks are stored or consumed in the kitchen area.
5. The hirer is responsible for the protection of the premises from damage, for the good behaviour of all associated users, and ensuring that alcoholic drinks, where permitted, are consumed in moderation when brought onto the premise for a function.
6. The hirer is responsible for ensuring that all areas are left clean and tidy as found. This includes all outside areas as well as indoor areas. If this is not found to be the case the hirer will be charged a penalty sum to cover costs of any repairs or cleaning required.
7. No ELBC staff are permitted to accept hospitality gifts, either cash or in kind, at any time. We request that no gifts of this nature are offered.
8. No confetti or rice is to be thrown on the premises.
9. Safety Precautions
 - 9.1 It is for the hirer to make delegates aware of the safety procedures that apply to the ELBC by notifying them of the Fire Procedures that are outlined in the ELBC. The Hirer is responsible for completing the Delegates List and handing to one of the ELBC Co-ordinator before commencement of the meeting.
 - 9.2 It is the responsibility of the hirer to ensure that users of the ELBC are made aware of their nearest escape route in the event of a fire alarm sounding.
 - 9.3 All fire exit doors shall be kept unfastened and unobstructed (by furniture or equipment etc) and available for immediate use in the event of an emergency.
 - 9.4 No inflammable, explosive, toxic or other dangerous substances or equipment may be brought into or within the vicinity of the premises. In addition, nothing shall be done in or near the premises that may increase the risk of fire or vitiate any insurance policy.
10. The school's No Smoking Policy must be adhered to at all times.
11. It is your responsibility as the hirer to ensure that your function does not cause a nuisance to others working at the ELBC. Excessive loud music and abusive language or other anti-social behaviour will not be tolerated.
12. The hirer must report to the member of staff as appointed by the ELBC Co-ordinator at the beginning of any let. Where deposits have been paid for a function, the hirer must meet with the caretaker, accepting the condition of the premises as acceptable at the beginning and the end of the hire period.

13. The hirer will make available to the ELBC Co-ordinator proof of adequate insurance and a copy of this will be taken. Any not for profit organisation is able to take advantage of KCC public liability insurance at a premium of 3.15% of the letting fee at the time of booking.
14. The hirer will adhere to all aspects of the lettings policy at all times through the procedure of applying for and accepting a let on our premises.
15. All children will be supervised at all times by their carers except where children are attending an organised group or care scheme. Where the latter applies, the group/care scheme will adhere to all regulations set out in the Children Act 1989, including those of registration with the relevant registering body.
16. The hirer's signature on the application form confirms his/her agreement of the above conditions of booking and all other aspects of our school Lettings Policy.
17. The hirer will adhere to all Health and Safety requirements as required by the school.
18. No stiletto heels or similar objects are allowed in the climbing wall area.
19. No food or drink is allowed in any area except designated social areas, unless prior written permission has been granted.
20. The ELBC shall not be responsible for any loss, damage or injury (including death) caused to or sustained by any person arising out of or in connection with the hiring, unless such loss, damage or injury (including death) was caused by some default or negligence on part of the ELBC and you will indemnify the ELBC against all expenses, costs, fees, damages and losses arising out of or in connection with any claims resulting from such loss, damage or injury (including death).

BOOKING PROCEDURES *(copy to be attached to application form)*

1. Applicants should fill in an application/booking form and return to the ELBC Co-ordinator.
2. The person signing the application form (then known as “the Hirer”) is responsible for all aspects of the let.
3. By signing the application form, the person signing is acknowledging and agreeing to adhere to all aspects and conditions of our school’s lettings policy.
4. A signed application does not guarantee the booking will be granted.
5. Where the application for a let is accepted, the applicant will be sent a letter provisionally confirming the let and an invoice to cover the cost of the let and any additional returnable deposit required.
6. The hirer should then pay the booking invoice, in full, either within 7 days or before the hire whichever is the shorter and ensure that they receive a receipt of payment. This will then confirm the booking agreement. Any returnable deposit required (i.e. for special functions) must be paid immediately within 72 hours of the date the booking form was sent. Failure to pay the invoice and returnable deposit (where required) will result in the application for the let becoming void.
7. Where deposits are paid, the hirer must ensure that he/she meets with the ELBC staff representative and signs for the conditions of the building on arrival.
8. Hirers will automatically be charged for public liability insurance at a premium of 3.15% of the letting fee as part of the booking charge unless proof of adequate equivalent insurance is shown to the ELBC Co-ordinator (a photocopy will be taken for the records).
9. Any requests for amendments to the booking should take place at least 14 days prior to the date of the let. Where amendments are agreed, an additional administration charge of £10.00 will be payable. The hirer must not presume that any amendment will automatically be agreed. Confirmation of any amendments will be sent to the hirer in writing.

BOOKING TIMES *(copy to be given to Hirer)*

1. There will be no access to the premises before the commencement of the period. Hirers must allow sufficient time for preparation before the event when booking the time of the let.
2. Hirers must have left the premises by the end of the booked period. Sufficient time must be included to allow for clearing away and for all participants to leave the premise by the end of the booked period.
3. Availability of premise is negotiable. Please contact the school to find out the current hours of access.

CANCELLATIONS

1. The ELBC Co-ordinator must be notified of any cancellation at least 4 weeks prior to the date of let. However, notification at the earliest possible time is appreciated.

2. Where notification is given to the ELBC Co-ordinator at least 4 weeks prior to the date of the let, the booking charge will be refunded in full apart from the set administration charge. Your custom will be welcomed again at any time in the future.
3. Where notification is given between 2-4 weeks prior to the arranged date of the let, the hirer will be entitled to a 50% refund only.
4. Where notification of cancellation is given less than 2 weeks prior to the arranged date of the let, the hirer will not be entitled to any refund.
5. Where a cancellation is made by the ELBC, the hirer will be entitled to a full refund. The ELBC Co-ordinator will endeavour to notify the hirer at the earliest possible moment, however, no guaranteed period of notice can be offered. Regardless of when notification is given to the hirer, the hirer will not be entitled to any compensation.

Please note:

- a. The above conditions apply for cancellation of total or part of a booking.
- b. Where the Hirer makes a permanent cancellation during the course of a letting agreement, the Hirer will receive a refund for any outstanding sessions but no compensation will be available. The administration charge will still stand.

COMPLAINTS PROCEDURES

1. What if the ELBC has a complaint about our group/organisation?

If the ELBC has concerns about a let the following procedures will be followed:-

1. The ELBC Co-ordinator will verbally raise the concern with the named Hirer.
2. The situation will be monitored for two sessions to allow the issues to be addressed.
3. If the situation remains unresolved, the Hirer will receive written notification of the concern and a further two sessions will be given to allow the Hirer to address the situation.
4. If the matter remains unresolved, the Hirer will receive formal written notice of termination of the booking agreement. This will be implemented 72 hours from the date of the letter of notification.

Please Note: If the Hirer blatantly breaks the conditions of usage, the let can still be terminated immediately.

2. What if I, as the Hirer, have a complaint about my let or booking agreement?

If you as the Hirer have a complaint or concern regarding your let, the following procedures should be followed:-

1. Talk to the ELBC Co-ordinator and discuss the problem. Allow 5 working days for the situation to be resolved.
2. If still unresolved, the Hirer should notify the ELBC co-ordinator through the Headteacher in writing and allow 5 working days for the situation to be resolved.
3. If still unresolved, the matter will be placed on the agenda of the next appropriate ELBC meeting. (If the concern needs urgent attention, a special meeting of this group will be convened.)

3. What if a third party complains?

1. If the ELBC receive a complaint from a third party the ELBC co-ordinator will be notified of the complaint.
2. The matter will be investigated by The ELBC Co-ordinator and a written response will be sent to the complainant within 10 working days.
3. If any further correspondence is received, the matter will be placed on the agenda of the next appropriate Head Teacher meeting. A final response will then be sent by the head teacher explaining the final outcome.

APPEALS PROCEDURE

1. If a Hirer has a letting agreement withdrawn, they have a right to appeal to the ELBC Co-ordinator.
2. The appeal should be made in writing and will be presented at the next full meeting of the ELBC.
3. The Hirer will be informed of any action and/or decision taken by the ELBC.
4. The Headteachers's decision is final.

The Environmental & Land Based Centre

The North School

Essella Road

Ashford, Kent TN24 8AL

Tel: 01233 614630

Fax: 01233 612906

Email: bookings@north.kent.sch.uk

APPLICATION FOR HIRE of the Environmental & Land Based Centre Please complete the following in BLOCK CAPITALS and tick * as appropriate			
ORGANISATION:			
CONTACT NAME:			
POSITION:			
PHONE No:			
E-MAIL ADDRESS:			
ADDRESS:			
INVOICE TO: (If different from above)			
TYPE OF EVENT:			
DATE BOOKING REQUIRED:			
NAME OF EVENT : (If applicable)			
HIRE START TIME:			
NB: The Manager reserves the right to amend any of these times as necessary. All charges will be calculated to include any necessary set up & clear away times. We should be grateful if you would leave the premises at the end of the event in a clean state.			
FACILITIES REQUIRED			
CLIMBING WALL		CLIMBING INSTRUCTOR	
BUSH CRAFT AREA		BUSH CRAFT INSTRUCTOR	
FARM		TA SUPPORT	
CLASSROOM		PROJECTOR	
COMPUTER ROOM		INTERNET ACCESS	
SPECIALIST CLASSROOM		FLIPCHART/WHITEBOARD	
NUMBER OF ATTENDEES			
NUMBER OF CHILDREN		NUMBER OF ADULTS	
NUMBER OF CHILDREN WITH SPECIAL NEEDS INCLUDED IN THE ABOVE*		NUMBER OF ADULTS WITH SPECIAL NEEDS INCLUDED IN THE ABOVE*	
*PLEASE TELEPHONE TO GIVE FURTHER INFORMATION IN CASE OF ADDITIONAL STAFFING REQUIREMENTS			

ADDITIONAL INFORMATION	
ALL EVENTS REQUIRE A QUALIFIED FIRST AIDER. PLEASE TICK PROVIDER AND ATTACH A COPY OF YOUR CERTIFICATE	
ST JOHN'S	
RED CROSS	
OTHER (PLEASE STATE)	
CAR PARKING IS REQUIRED FOR:	
No. CARS	
No. COACHES	

HIRE FEES (To be completed internally)	
FACILITY HIRE per hour	
ADDITIONAL COSTS	
OTHER CHARGES	
LESS DEPOSIT (non refundable)	£
Public Liability Insurance at 3.15%	£
TOTAL to be paid in full prior to event	£ inc.
All amounts quoted exclude VAT. Where applicable, VAT will be charged at the current rate	

I hereby apply for the use of facilities detailed above in accordance with the conditions of hire, a copy of which has been retained by me and I attach payment/undertake that the above charges will be paid in accordance with condition of hire 4.

Cheques should be made payable to **The North School** on receipt of Invoice. **This is not an Invoice.**

SIGNED:

(Hirer)

DATE:

Please return to:

ELBC Bookings Officer

The North School, Essella Road, Ashford, Kent TN24 8AL

For School Use Only	
Agreed by Headteacher:	Date:

ELBC / FARM EVENTS PRICE LIST

Farm:

Educational Visits:

GROUPS	DAYS	TIMES	COST
Primary Schools	weekdays	during school hours	£2.00 per child Staff/Leaders free
Pre-schools	weekdays	during school hours	£2.00 per child Staff/Leaders free
Brownies	weekdays / weekends	during school hours	£3.00 to £4.00 per child (dependant on numbers) Staff/Leaders free
Guides	Weekdays / weekends	during school hours	£3.00 to £4.00 per child (dependant on numbers) Staff/Leaders free
Other groups	Weekdays / weekends	during school hours	£3.00 to £4.00 per child (dependant on numbers) Staff/Leaders free

Out of hours parties are no longer offered.

Climbing Wall:

GROUPS	DAYS	TIMES	COST
Kids Club (advance booking required)	Monday	4.00pm – 6.00pm	£4.00 per child
Public Session	Monday	6.00pm – 10.00pm	Under 16's : £4.00pp 16 and over : £6.00pp
Public Session	Tuesday	6.30pm – 9.30pm	
Public Session (Registered Climbers only)	Thursday	6.00pm – 9.30pm	
Children's Parties	As requested	As requested	£150 per booking 12 children max
Group Bookings	As requested	As requested	£65 for 1 hr session £100 for 2 hr session

Childrens parties :

Two hour duration.

Climbing Wall available for 1.5hrs. 0.5hrs for refreshments.

Organisers to provide their own refreshments. A room is available to set out refreshments.

LANDBASED CENTRE:

Room hire is charged at 14.50 per room, per hour.

PLEASE NOTE: additional charges may be added in consideration of the conditions of booking to cover the needs of a specific group e.g. if the hirer wishes to have the services of school staff and/or equipment to assist in their event. This will be discussed and agreed at the time of booking.