



Chipping Sodbury

Specialist Technology School

Application Form

Please fill in the boxes below

Name of Organisation (including team details/year group)	
Applicant Name	
Address	
Contact Telephone Number including a mobile contact	
Invoice Name & Address	

Venue	Inclusive day and date(s) Required eg Mon 3 rd Sep – Mon 3 rd Dec	Total No. of Sessions	Time and duration of hire	No. of Users (approx)
Full size Artificial Grass Pitch				
Mini Artificial Grass Pitch (1/3rd of AGP)				

Sessions are for 55 minutes duration – commencing on the hour, ending 5 minutes to the hour.

Purpose for which the venue is required eg, Football Training	
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committed to learning

VAT Regulations Relating to the use of Sports Facilities

The letting of school sports facilities is standard rated for VAT purposes. However, if the conditions detailed below are fully met, the letting may be exempt from VAT. The conditions are:

- a) The series of letting is for 10 or more sessions
- b) Each session is for the same sport or activity
- c) Each session is at the same place
- d) The interval between each session is at least one day and not more than fourteen days
- e) The whole series is to be pre-paid (there must be written evidence of this). Payment can be in total or instalments with a written agreement in place (a formal agreement, exchange of letters or invoice would be sufficient). Provision for a refund in the event of unforeseen non-availability of the facility would not break the condition, but provision for a refund in other circumstances would
- f) The facilities are let to a school, a club, association or an organisation representing affiliated clubs or constituent associations (such as a local league). If the facilities are let to an individual or private organisation rather than any of the above, the exemption does not apply, even if the other conditions are met
- g) The organisation to which the facilities are let has exclusive use of them during the session

I have read the conditions outlined above. I/we fulfil the criteria and apply for an exemption from paying VAT.

Signed	
On behalf of	
Date	

By submitting this application, I/we have read and understood the school lettings policy and agree to be bound by the conditions of hire.

Signed	
On behalf of	
Date	

FOR OFFICE USE ONLY

DATE REQUEST RECEIVED	
LETTING POLICY AGREED	
LETTING AUTHORISED	



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Lettings Policy – School Lettings Conditions

IMPORTANT: YOU MUST READ THIS BEFORE APPLYING

- The Hirer agrees that all requirements relevant to the lettings will be complied with (including obtaining any necessary licences, e.g. for the sale of intoxicating liquor) and that all personnel employed by the Hirer or involved in the activity will be advised of these conditions.
- In the event of cancellation within 24 hours of the booking start time, the Hirer will be charged the full booking fee.
- In the unlikely event that Chipping Sodbury School has to cancel the booking the Hirer will be reimbursed any advance payments although Chipping Sodbury School will not incur any other liability and reserve the right to cancel at any time.
- The Hirer must ensure that a responsible person is present on the premises at all times during the period of the letting.
- The Hirer accepts full responsibility for any damage to or the theft of Chipping Sodbury School property occurring during the period for which the premises are hired.
- Any additional cleaning undertaken by Chipping Sodbury School staff which, in the opinion of the Head Teacher of the school, occurs as a result of the hiring outside the scope of the agreed hire charge will be charged to the Hirer at the appropriate rate.
- Chipping Sodbury School accepts no liability for the loss of personal property brought into or left on the premises during the letting.
- Chipping Sodbury School is a non-smoking site. The Hirer, and those using the school premises under the same letting agreement, must respect this policy. If any damage is caused due to smoking the Hirer will be liable for any defect.
- Chipping Sodbury School is responsible for ensuring that the means of access or egress are safe for the use of Hirers and that plant or equipment used by the Hirers is safe. It follows therefore from this that if the Hirer discovers a hazard in regard to access to school premises or the equipment to be used he/she should take action to make the Sports Facilities Manager/Site Manager on duty aware of the hazard.
- The Hirer agrees that no equipment will be used without approval and that the installation of the Hirer's equipment will be carried out by competent personnel. Electrical equipment must carry a current PAT test label.
- The Hirer accepts that he/she should familiarise himself/herself with the position of the escape routes, fire alarms and the fire-fighting equipment. Notices regarding the procedures in relation to action in the event of a fire should also be studied and the information disseminated. The Sports Facilities Manager/Site Manager will advise if required to do so.
- The Hirer further agrees to indemnify Chipping Sodbury School against all claims, actions and liabilities arising through the negligence of the School, its servants or agents and will provide a valid certificate of public liability insurance no later than 24 hours prior to the booking start time.
- The Hirer is equipped to deal with a medical emergency. A First Aid box will be available for use. In an emergency an ambulance should be called. It is the responsibility of the Hirer to call an ambulance. The Sports Facilities Manager/Site Manager will ensure access for the Emergency Services.



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Lettings Policy – Drama Hall, Sports Hall, and Gymnasium

RULES OF USE

- Chipping Sodbury School does not accept responsibility of liability for any damage to or loss of any property or articles placed or left in or on the premises by the user.
- All users are expected to comply with all the reasonable instructions and requests of the school staff.
- Users must not alter or interfere with any equipment or the fittings of the facilities or the structure thereof.
- Users must not put up any notices or decorations (internal or external). Notice boards may be used with permission of school staff only.
- No food or drink is permitted in the sports hall itself or in the gym. Food or drink may be consumed in the foyer of the sports hall or in the school hall with permission from school staff.
- In the sports hall and gym only approved sports shoes with non marking soles should be worn.
- All users of gymnasia should be appropriately dressed.
- Fire doors in all areas should only be used in emergencies.
- All equipment must be stored away at the end of each letting.
- Users are expected to use only their own equipment – not school equipment or that belonging to other clubs.
- Users are asked to respect the facilities and leave them as they find them.
- The dividing curtain in the sports hall should only be used by school staff.
- No smoking or alcohol is allowed on the premises.
- Users must not take photographs at the school or arrange any filming, or televising of any activity therein unless permission has been received from school staff. Permission must be obtained from parents/carers of any children under the age of 16 years before photographs can be taken of them.
- The telephone in the manager's office in the sports hall to be used in emergencies only.



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Lettings Policy – Artificial Grass Pitch

RULES OF USE

- No spikes or screw in studs
- No bladed boots
- No food or drink
- No smoking
- No dragging of equipment or bags
- Always wear clean suitable footwear
- No climbing on the fences
- No climbing on or sitting on the goalposts
- No spectators on the pitch side.
- No music

Acceptable Footwear	Unacceptable Footwear
	
	
	



Artificial Grass Pitch Price Information

Hire Charges

Excluding VAT. Exemptions are available.

Venue	Standard Hourly Rate	Block Hourly Rate (bookings of 10 sessions +)
Whole Artificial Grass Pitch	£65	£58
Mini Artificial Grass Pitch	£28	£25



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Lettings Policy – Lettings Indemnity Form

INSURANCE COVER – to comply with the conditions of the hiring agreement.

Please tick/complete where applicable:

- I maintain a Public Liability Insurance Policy and have provided the School with a copy of the current insurance certificate.
- I wish to be covered by Chipping Sodbury School's Public Liability Hirers Insurance Policy during the period of hire. (Please contact the School's Business Manager for up-to-date fee information)

Terms and Conditions

I understand that there is an excess payable by me of £200 relating to each and every claim for loss or damage to Chipping Sodbury School's property arising from my hire of the premises.

I hereby undertake that in the event of claims arising during my hire of Chipping Sodbury School's premises I shall not admit liability to the claimant but immediately forward such claims with a brief report on the incident to the Business Manager at Chipping Sodbury School.

DECLARATION:

Any licenses necessary and the Theatres Act 1968 and the Cinematograph Acts 1909 and 1952 have been or will be observed and any requirements of the Licensing Justices, where necessary, have been or will be met. I agree to pay the charges due as required and hereby certify that the premises and grounds will be used only for the purpose stated.

Signature:	Date:
Name in block capitals:	