

HIRE OF CALDEW SCHOOL FACILITIES



Price List

September 2022 to August 2023

Opening Times

Monday – Friday: 5.00pm – 10.00pm (Excluding Bank Holidays)

Saturday & Sunday: 10.00am – 4.00pm

FACILITY	REGULAR (10 weeks or more)	OCCASIONAL (includes VAT)
Sports Hall (per hour)	£22.00	£28.00
Gymnasium (per hour)	£16.00	£21.00
Classroom (per hour)	£14.00	£19.00
School Hall/Theatre		£60.00 per hour
School Hall/Theatre		£180.00 3-5 hours
School Hall/Theatre		£300.00 6-8 hours
Grass Pitches (per match)	£44.00	£54.00
Cricket (per match)	£44.00	£54.00
Tennis Court (per hour)	£8.00	£12.00
Netball Court (per hour)	£11.00	£15.00
Astro Pitch – Full Size (per hour)	£70.00	£85.00
Astro Pitch – One third (per hour)	£35.00	£44.00

- Regular users are those organisations/clubs who have at least 10 similar bookings.
- Special discounted rates are negotiable if booking more than one facility on any one day.
- VAT - If you make a block booking of at least 10 sessions with not more than 14 days between each, then the booking is VAT exempt, otherwise VAT at the standard rate is payable.
- Groups who hire indoor facilities and then decide to train outside are reminded that the time of the booking remains the same.
- Note: The hall/theatre seats 150 people – charges include heat, light, sound system, projector and technician.
- Only rubber blades, moulded studs or dimple trainers are to be worn on the Astro Pitch (no screw- in studs). No studs to be worn for cricket.
- School events will take priority over any booking and we will endeavor to provide as much notice as possible when cancellation is required.
- Minimum of an hour booking for all facilities.

For all bookings and enquiries please contact Caldew School on:

☎ 01228 711944 or 01228 710044

CONDITIONS OF HIRE



1. In the event of loss or damage occurring as a result of negligence or carelessness on the part of the organiser of the letting or the group on whose behalf the letting has been made, or where the school has grounds for presuming that the damage occurred at this time was not reported, the school reserves the right to make a charge to cover the costs of repairing the damage or making good the loss from the organiser or group.
2. The organiser must take appropriate precautions to ensure the Health and Safety of the members of the group making the letting. This includes being aware of the means of alerting the emergency services. A first aid kit should be provided by the organiser for all sporting or practical activities. 5-a-side goals must be tied to the walls (in the sports hall) with the ropes provided. Neither Caldew School nor the County Council has insurance cover for accidents to persons or damage to property. Events insurance must be obtained for an event held on the school premises and evidence of that insurance shall be shown to the Business Manager not less than 2 weeks before the date of the event. It is suggested that individuals take out personal accident cover when taking part in activities on the school premises.
3. The letting of sports pitches will be under the control of the Governors of the school who have the right, through the Business Manager to determine whether pitches are suitable for play. The school reserves the right to cancel a booking without compensation (but with letting fee refunded) where matches are cancelled for this reason. In the event of damage to a pitch which requires additional work by grounds man, paragraph one will apply.
4. The scale of fees for lettings shall be determined by the school, taking into account the cost of providing the letting, including energy costs, cleaning costs, the equipment being used and the purpose for which the premises have been let. These fees will be calculated by the Governors of the school.
5. Organisations hiring facilities for commercial purposes will be charged an additional £5.00 per hour, per room etc. and where the school's televisions, videos, or computers are used; there will be a charge of £2.50 per machine per hour. Lights are included, when required for all Astro Pitch bookings.
6. Extra charges for use of school equipment, e.g. stage lighting, video, TV, OHP, will be made. When making a booking, an organization must specify which, if any, equipment is used. **This must be operated by a competent person.**
7. **Regular weekly bookings are required to make an initial payment for four weeks which is payable before the commencement of the first booking. Thereafter invoices must be paid within 14 days of the invoice date. Full payment is required for all single bookings prior to the event taking place.** Cheques should be made payable to Caldew School.
8. Sub-lettings are not allowed.
9. If we receive regular cancellations, we would suggest a review of your booking.

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10. If an event finishes early, it is the responsibility of the organiser to inform the Site Manager so that the school may be made secure. If lettings over-run, then additional charges may be made at the discretion of the school. Organisations are not expected to enter the premises more than 10 minutes before the letting period except by prior arrangement with the Finance Clerk.
11. The school has no alcohol licence and hence bookings which involve the sale or distribution of alcohol will only be allowed if the organiser obtains the necessary licence. Prior agreement must be sought from the school governors.
12. Organisations are expected to leave the premises in a reasonable state following the letting.
13. Caldew School reserves the right to enter the land/premises at any time for its own use on giving reasonable notice.
14. Cancellations must be given a week's notice or organisations will be charged at full rate. This will not apply if the cause of the cancellation is for pitches being unfit for use or if due to any fault in the facilities.
15. Acceptance of the letting is conditional upon the agreement to the above letting conditions and taking all responsible steps not to infringe the law.
16. **General Data Protection Regulation (GDPR)**
Caldew School is committed to protecting the rights and privacy of individuals in accordance with its legal obligations under the General Data Protection Regulation (GDPR), which come into force on 25 May 2018. Caldew School is registered with the Information Commissioner's Office as a Data Controller. Our GDPR Policy is available on our website.
17. **Keeping Children Safe in Education**
The Department for Education's statutory guidance, Keeping Children Safe in Education (September 2021), school's must ensure that the appropriate arrangements are in place to keep children safe where their facilities are hired out for non-school activities. As a hirer of our facilities, please can you confirm you have the appropriate safeguarding and child protection policies and procedures in place. A copy of your policy should be sent to Caldew school with your booking form.
If your booking is for adults, this new regulation does not apply.

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FIRE DRILL FOR CUSTOMERS USING THE SPORT FACILITIES

1. The person who discovers the fire should sound the fire alarm. These are located inside the sports hall near the end door leading to the outside concrete area and at the entrance of the sports block.
2. The leader of each group should then immediately evacuate their group to the grass area outside the sports block. A roll call should then be taken of the group, who must then inform the Centre Assistant that either all the group are accounted for or report the name of any missing person.
3. On hearing the fire alarm the Centre Assistant on duty should first check to make sure that it is not a false alarm – if it is not then they should dial 999 for the fire brigade. They should then proceed to the meeting point on the grass area. They should then ask a responsible member of one of the groups to go to the field gate to await the fire brigade in order to direct the brigade to the correct location. The Centre Assistant should then check with each group that all members are accounted for; if anybody is missing then he should note down the name and last known location of the person to give to the fire brigade when they arrive.
4. Nobody is allowed back in the sports facilities until the fire brigade state that it is safe to do so.
5. The Centre Assistant should also inform one of the key holders of the fire, as soon as it is practical to do so – as per list given by the Site Manager.

Please Note: The Centre Assistant's office is straight in front of you when you enter the sports block.

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HEALTH & SAFETY RULES FOR JUNIOR GROUPS USING THE SPORTSHALL, ASTRO & GRASS PITCHES AT CALDEW SCHOOL

REMINDER

Group leaders and parents of children using the facilities at Caldew School are reminded that nobody should enter the sports hall nor go on any of the pitches until the leader of the group arrives. Parents are responsible for the safety of their child until the group leader arrives.

Neither Caldew School nor the County Council has insurance cover for accidents to patrons or damage to property. Each organisation or individual hiring facilities is responsible for their own insurance and it is recommended that individuals take out personal accident cover when taking part in activities on the school premises.

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