



NOTRE DAME  
CATHOLIC COLLEGE  
FOR THE ARTS  
ESTABLISHED 1869

**LETTINGS REQUEST APPLICATION FORM  
FOR THE ACADEMIC YEAR 2016/2017**

**This form must be completed and returned for the attention of Mr Simon Holden (Business Director) Notre Dame Catholic College, Great Homer Street, Liverpool, L5 5AF at least 14 days before the date of the proposed letting.**

**Access to the building will not be allowed unless this form has been completed and returned whereupon you will receive a confirmation letter of your letting being approved.**

- a) Name of organisation requesting this letting \_\_\_\_\_
- b) Premises – Notre Dame Catholic College
- c) Please state accommodation required
- d) Dressing Room Facilities YES/NO
- e) Proposed use of premises \_\_\_\_\_
- f) Number of people using premises \_\_\_\_\_
- g) Date(s) of letting \_\_\_\_\_  
Times: from \_\_\_\_\_ to \_\_\_\_\_
- h) Proof of own Public Liability Insurance must accompany this request.

I agree to abide by the conditions of letting laid down by Notre Dame Catholic College for the use of school premises. Please see attached.

Signature \_\_\_\_\_ Designation \_\_\_\_\_

For and on behalf of \_\_\_\_\_

Date \_\_\_\_\_

Name and address of Hirer: Mr/Mrs/Miss/Ms \_\_\_\_\_

**NOTRE DAME CATHOLIC COLLEGE  
GREAT HOMER STREET  
LIVERPOOL L5 5AF**

**CONDITIONS OF LETTINGS OF SCHOOL BUILDINGS**

**School Procedure**

**The Governors are prepared to allow outside bodies to hire accommodation subject to the following conditions:-**

1. Lettings of buildings will be at the discretion of Notre Dame Catholic College and its Governing Body. The decision of the Governors shall be final.
2. In the interest of safety and as part of the letting, it is imperative that the organisation involved in the hire of the school, make their own arrangements for Public Liability Insurance to cover all persons undertaking activity in case of any injury/accident. Proof of insurance must be shown before the letting commences.
3. Audience admission must be by numbered ticket only unless other arrangements are agreed prior to the event.
4. The Hirer must pay in advance a deposit of 50% of the cost for the letting. The balance of payment must be made no later than 7 days prior to the event. The School reserves the right to terminate the letting immediately if payment remains outstanding during this period.
5. **The school reserves the right to cancel any hire in the event of the premises being required for school events. In this case, the hirer shall be entitled to a refund of any monies paid.**
6. The Hirer should ensure that the premises are left in a clean and tidy condition, properly locked and secured unless directed otherwise. Any contents temporarily removed from their usual positions must be properly replaced. Should any additional cleaning time be needed after the letting, the hirer will be charged at the current rate.
7. The Hirer will be responsible for supervision of the premises, the fabric and the contents, including the behaviour of all persons using the premises. The Hirer will immediately report any damage to the duty member of staff and agree to cover the cost to make good any damage to the building, furniture, equipment or fittings.
8. The Hirer shall not assign, sub-let or part with possession of the premises.
9. The Hirer shall be responsible for obtaining all necessary licences and consents.
  - The Hirer must not permit any performance on the premises which constitutes an infringement of copyright.
  - The Hirer shall ensure that the use of premises is in accordance with any licence requirements of the Performing Rights Society.

- The Hirer shall be responsible for obtaining any licence, which may be necessary for public entertainment(s). Such entertainment(s) include dancing or music or any sporting events to which the public are invited as spectators (not in the open air); or a stage play. Applications for these licences should be made through the City Solicitor, General Legal Services Section, PO Box 88, Room 34, Municipal Buildings, Dale Street, Liverpool L69 2DH.
10. All functions must be opened for inspection of Officers of the Education Authority and the Police.
  11. The premises are to be used only for the purpose for which the letting is given.
  12. The letting shall only be granted in writing and, following the submission of the "Lettings Request Application Form" completed and signed giving all the necessary information.
  13. If the Hirer cancels the hire before the date of the event, the repayment of the deposit shall be at the discretion of the school.
  14. The premises shall not be changed in any way, no objects to be driven into the fabric or furnishings, and no structural alterations. Without the prior consent of the school, no slogans, advertisements, flags, emblems or decorations to be displayed outside the premises. No exits are to be blocked or obstructions left in any corridors. No fire appliances are to be removed or tampered with. The Hirer shall ensure that users are aware of the locations of emergency exits and the Hirers shall make themselves aware of the location of fire fighting equipment.
  15. All electrical appliances including lights which shall be connected to the electrical installation in the premises shall be properly insulated and plugs and sockets shall not be overloaded.
  16. In the event of the premises or any part being rendered unfit for the use for which it had been hired, the school shall not be liable to the Hirer for any resulting loss or damage whatsoever.
  17. The school accepts no liability for loss or damage to personal clothing or properly including vehicles left on the premises during the period of hire.
  18. Changing room accommodation may be available upon request.
  19. There must be adult supervision of any movement of equipment. There will be a duty member of staff present in the building at all times who will assist with any concerns.
  20. Correct footwear appropriate to the surface must be worn.
  21. All electrical equipment brought on to the premises must have a current valid PAT certificate. Failure to display the correct certificate may result in you not being able to use the equipment.
  22. The Hirer must provide a management plan for the event which includes a full risk assessment. This must be submitted to the school at least three working days prior to the event. Details of what the plan should contain are attached in Appendix 1.

**Prices for lettings may vary depending on requirements and the timing of the event. The letting price will be agreed prior to confirmation of the event.**

## **APPENDIX 1**

### **As event organiser you need to develop an event 'Management Plan' detailing:**

- A brief on what it is you are holding
- Date/time (start/finish), expected time of arrival for activity holders (set-up and set-down)
- Location
- List of activities (organisation names etc.)
- Audience profile
- Supervision/stewards
- Provision of first aid
- Emergency evacuation procedures and any additional fire extinguishers identified (suitable for the activity and who will operate)
- Washing/cleaning/preparation areas (especially for the food)
- Any barriers required/segregated areas
- Gazebo (how it will be secured)
- Vehicle movement (getting to and from the site)
- Collection of waste/clear up
- Contact details of who is in charge on the day and line of command in event of an emergency
- Any volunteers
- Will access/numbers be limited, if so, how (e.g. think about limiting numbers at a time to the food areas)
- Seating arrangements
- How will the event interfere with the general running of the school, how will this be limited and controlled
- Any visitors requiring assistance.
- You should ensure all appropriate performance and copyright licences are in place.

### **Each activity should provide:**

- Risk assessment (identifying risks and controls in place)
- Method statements
- Insurance information
- LPG/gas cylinders used (how are these being secured, who is going to operate, are there any instructions provided)
- Equipment being brought on site
- Portable Appliance Testing (PAT) of electrical equipment

Any contractors on site must be informed of what is happening and vice-versa for the activity holders. This should be followed up with a brief on the morning of the event, and also outlining evacuation procedures.

As the event organiser, you will need to develop an overall event risk assessment and a plan/map identifying what activities are going where. The key to any successful event is planning and communication. Ideally, this entire information gathering should have been done some time ago, giving time for adjustments to be made if necessary.

Suggest that a de-brief is undertaken soon after the event. This gives opportunity to discuss what went well and what could have been done better. It is also an opportunity to start planning any future events e.g. the festival.