



**CASTLE MANOR ACADEMY**  
**INFORMATION REGARDING THE HIRE OF ACADEMY FACILITIES**  
**(INCLUDING TERMS AND CONDITIONS OF HIRE)**

**Period Ending 31<sup>st</sup> August 2019**



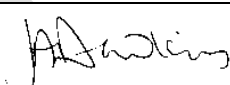
**We work hard**



**We are kind**



**We are PROUD**

<b>Date Approved</b>	January 2018
<b>Signed</b>	 (Chair of Local Governing Body)
<b>Name</b>	Justine Dawkins
<b>Minuted</b>	January 2018
<b>Date of Next Review</b>	August 2019

**P**rofessional **R**esilient **O**ptimistic **U**nderstanding **D**riven

Castle Manor Academy  
Eastern Avenue  
Haverhill  
Suffolk  
CB9 9JE

Tel: 01440 705501 Fax: 01440 714050  
Email: [lettings@castlemanor.org.uk](mailto:lettings@castlemanor.org.uk)

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**Castle Manor Academy** offers a variety of facilities for use by groups, clubs and individuals. Available throughout the year (Excluding Christmas holidays, Bank Holiday weekends and Fridays during holiday time) our facilities can be booked on an hourly basis as a one-off, short or long term hire. Invoices will be sent out monthly for payment.

**WHAT FACILITIES CAN WE OFFER? (Mon-Fri 6.00pm-10.00pm)(Sat-Sun 8.15am -1.15pm)**

### **Outdoor**

- 3 artificial tennis courts
- 3 artificial five-a-side football/netball courts
- 1 full-size grass football pitch
- 2 9 A Side football pitches
- 1 full-size grass rugby pitch
- 1 cricket pitch with artificial wicket

### **Sports Hall**

This facility can accommodate:

- 1 five-a-side football pitch
- 1 basketball court
- 1 volleyball court
- 3 badminton courts

Male and female changing rooms are available

### **Gymnasium**

This facility can accommodate:

- Karate and martial arts
- Table tennis
- Dance or Aerobic groups

Male and female changing rooms are available

### **Main Hall**

This area is suitable for dance groups, drama groups, music groups and aerobics

### **Canteen area**

This area is suitable for dance or aerobic groups

### **Drama Studio**

This area is suitable for dance or drama groups

Ample parking is available

## THE HIRING OF ACADEMY FACILITIES

### AVAILABILITY

1. Educational buildings are generally available when not required by the Academy for the purpose of primary, secondary, special, further and adult education and the provision of a youth service. **Use of facilities by the Academy for educational purposes will always take priority over Academy lettings.**
2. Use of the premises is subject to various conditions, regulations and charges.

### APPLICATION

- 1 Academy lettings brochures are available from the Trust, Castle Manor Academy, Eastern Avenue, Haverhill CB9 9JE. Tel: 01440 705501.
2. Applications will be considered on their merits, taking into account considerations such as the preservation of law, order and public safety.
3. To apply to hire Academy facilities you must fill in the booking form found on page 7 of the Academy lettings brochure and return.
4. The booking will only become firm if it has been confirmed by the Academy and you have received your booking form back.
5. The person signing the booking form will be considered “The User”. In signing the application form the User not only acknowledges receipt of these Regulations and Conditions of Use but is also deemed to agree to ensure compliance with them.

### GENERAL CONDITIONS

#### **A) Cancellations**

- (i) Cancellations should be made by email/text or phone call to (01440 705501 or 07903985992) giving as much notice as possible. The following charges may be applied:
  - Cancellations made at least 24 hours prior to the booking - no charge
  - Cancellations made within 24 hours of proposed booking - charged at 100% of cost
- (ii) Castle Manor Academy reserves the right to retrospectively charge VAT on the hire charge in the event of a cancelled session reducing the sessions booked and paid for to less than 10.
- (iii) **In exceptional circumstances it may be necessary for the Academy to cancel a booking.** As much notice as possible will be given, generally not less than 7 days and where possible alternative accommodation will be offered.
- (iv) In severe weather conditions please contact the Academy to confirm that outside pitches are playable.

## B) Charges / Method of Payment Cheque or BACS /Cash not accepted

Account Details:

Account Name: Samuel Ward Academy Trust

Account Number 23071660

Sort Code 30-93-99

Prefix Payment References with CMA

### HIRE CHARGES (with effect from August 2017)

Facility	Hourly Charge
	£
Artificial Tennis Court	8
Artificial Five aside/Netball court	10
9 A Side Football Pitch	20 per match
Football/Rugby Pitch	30 per match
Sports Hall	30
Gymnasium	20
Main Hall	18
Canteen area	16
Drama Studio Castle Manor	15
Events by agreement	Price on application

#### Notes:

1. A session is **1 hour** unless specified otherwise.
2. The hourly rates refer to 55 minutes usage and a 5 minutes change over period.
3. Discounts are available for bookings involving more than one area.
4. The use of changing room facilities is included.
5. **The hire charges are continually reviewed by the Academy, the user will be provided with 1 months' notice before any change is introduced to hire charges.** In certain circumstances as determined by the Academy, payment in advance and/or a deposit may be required.
6. An invoice will be issued by the Academy. Invoices are payable on presentation. Cheques should be made payable to "Castle Manor Academy" and forwarded to the Academy.
7. All lettings are subject to the Academy terms of hire.

## C) General Health and Safety

(i)The User must make their own provision for First Aid.

(ii)The User must ensure that children (i.e. under 18's) are directly supervised by adults at all times

(iii)Users should acquaint themselves with the Fire and Safety regulations and procedures relating to the premises in use, particularly the location of fire alarms, extinguishers and emergency exits.

(iv)The User must use only that part of the building hired and must observe any instructions given by Caretaking Staff concerning the area available. The User is

not entitled to enter or use the premises at times other than those shown on the booking form.

(v) Users should bring any concerns about the condition of the premises or equipment used to the attention of staff at the earliest opportunity. Please help us to help you by reporting any problems promptly.

**D) Insurance**

The User shall indemnify Castle Manor Academy against any claim for bodily injury, or loss of or damage to property (real or personal) whether belonging to the Academy or to any other person. If the said loss, damage or injury is caused by the negligence of the User, or by the negligence of any person using the premises with the permission of the User, the User will be liable.

**IT IS NECESSARY THAT THE USER EFFECT ADEQUATE PUBLIC LIABILITY INSURANCE. A COPY MUST BE RETURNED BACK TO THE ACADEMY WITH THE BOOKING REQUEST FORM. COMMUNITY AND CHARITY GROUPS ARE COVERED BY THE ACADEMIES INSURANCE.**

Organisations should also consider whether staff and helpers should be protected by personal accident/employers liability etc. insurance.

**CASTLE MANOR ACADEMY IS A TOTAL NON SMOKING SITE**

**E) Alcoholic Drinks**

No intoxicants shall be brought on to or consumed on the premises at any time.

**F) Cleaning**

The User is responsible, for ensuring that the premises are left in a clean and tidy condition, including replacing any furniture, which may have been moved. Any additional expense incurred by the Academy in the moving and replacement of furniture and equipment, or in extra cleaning that may be necessary to return the premises to a satisfactory condition, shall be charged to the User.

**G) Damage**

The User will be responsible for the proper use of the facilities and must take all reasonable precautions to ensure that there is no damage to the fabric of the buildings, furniture and fittings, and Academy equipment. **The User will be liable for any damage that occurs to the area occupied by the User during the hire period.**

**H) Security and appropriate use of the facilities**

The User will be responsible for closing all windows and doors on leaving to ensure maximum security of the building. The Academy reserves the right for its representative(s):

- To be present during any period of hire;

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- To inspect activities at any time;
- To put a stop to any activities deemed to be inappropriate or conducted without due care and attention.

#### I) **Contacts**

A caretaker is on duty between the hours of 7.00am -10.00pm Monday to Friday and 8.00am - 1.30pm at the weekend. They should be contacted in the first instance if a problem arises on 07903 985992.

#### J) **Additional Regulations and Conditions for the Use of Sporting Facilities**

- (i) It is a requirement that appropriate footwear is worn at all times when using Sports Area facilities. Particularly, Users must ensure that persons who have been authorised by them to use the Sports Hall change into appropriate non-marking sports footwear on entry. No studded footwear is permitted on the artificial surface.

#### OUTDOOR FOOTWEAR MUST NOT BE WORN IN THE SPORTS HALL OR GYMNASIUM

- (ii) The use of the multi-sports area is subject to its condition being satisfactory. In the case of inclement weather, the User will abide by the decision of the caretaking staff on duty as to its suitability for use.
- (iii) No food or drink must be consumed in the sports hall or gymnasium **at any time.**
- (iv) Although caretaking staff will try to ensure that outside pitches are free from litter and debris, it remains the responsibility of the User to satisfy themselves that pitches are safe to use and clear of any debris that may cause injury. Users of all areas are responsible for ensuring all waste generated by themselves is removed.

#### K) **Additional Regulations and Conditions for Use of Halls**

- a) The User is responsible for ensuring that any necessary licences required for a particular event have been obtained. The Academy retains the right to inspect any licence or certificate mentioned in the following paragraphs.

##### (i) **Theatre Licence**

No stage play shall be performed unless a theatre licence has been obtained from the appropriate Town/District Council. No booking will be confirmed unless such a licence has been obtained. The User must observe any conditions attached to such a licence.

##### (ii) **Performing Rights Licence**

No copyright, dramatic or musical work shall be performed or sung without the licence of the owner of copyright. The User shall indemnify the Academy and the County Council against any infringement of copyright which may occur during the hire period. Queries about obtaining a Performing Rights Licence should be directed to The Performing Rights Society Ltd, 29/33 Bemers Street, London W1 P 4AA.

(iii) **Cinematograph Licence**

Users wanting to regularly put on cinematograph shows, unless in possession of the relevant certificate from HM Customs and Excise, should apply to the appropriate Town/District Council for a licence.

(iv) **Public Entertainment Licence**

The Academy holds a Public Entertainment Licence which gives permission for public music, singing or dancing between the hours of 7.00 pm to 11.00 pm Monday to Sunday.

(v) **General**

If any works are necessary to comply with regulations in connection with the above Licences, the User will be responsible for arranging the work after written agreement with the Academy is obtained and shall be responsible for any charges for such works.

(vi) **Qualifications**

Users must ensure that instructors/supervisors/coaches hold appropriate valid qualifications or can demonstrate they have had suitable and adequate experience to provide instruction.

- b) Scenery, costume and drapes used for stage performances or the like in the Academy hall must be fire-proofed. Advice on fire-proofing may be obtained from the County Architect, St Edmund House, Rope Walk, Ipswich. The Academy may cancel or postpone the booking at any time if advice is received to that effect from the Chief Fire Officer.  
Specialist lighting is not included in the hire of the Main hall.

- c) No exits may be blocked, or furniture/equipment/obstructions placed in corridors. Fire appliances must not be tampered with or removed other than for fire fighting purposes.

d

The User shall not exceed the licence seating.

**MAIN HALL**

All seated at tables 250 persons

Closely seated audience 300 persons

**CANTEEN AREA**

Mixed Occupancy 100 persons

**DRAMA STUDIO**

Closely seated audience 200 persons

**L) Application of VAT to charges**

The prices quoted in the scale of charges are exclusive of VAT.

**Problems**

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If you encounter any problems or have any questions please contact the Trust who will endeavour to help (tel. 01440 705501).

**Please provide a full description of the proposed activities.**

**Please provide maximum numbers that will be attending and any risks we need to be aware of:**

**Please provide a list of equipment that will be brought onto site:**

Please confirm if any electrical equipment has been inspected and tested. Yes/No



### Booking request for the hire of Academy facilities

Club Name .....

Area being used .....

Requested Day.....

Requested Time of Hire.....

Requested Area.....

Requested use in school holidays\* .....

\*Excludes All Bank Holiday lettings

**I agree that I have read and understand the Academy terms and conditions for the hiring of facilities and accept responsibility for the use.**

User Name .....

Signature .....

E-mail .....

Home Phone .....

Mobile Phone .....

Address .....

.....

Post Code.....

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Total Cost for Hire per Session £.....

Proof of public liability insurance must be included with request for all bookings other than community or charity groups.

For Academy Use Only

Agreed Discount Provided £.....

Booking agreed .....

Date agreed .....

Signature of conformation .....