Castle View School

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Lettings Policy

Terms & Conditions for the Hire of Castle View School Premises and Facilities

This Policy was approved by the Governing Body in:	June 2026
This Policy will be reviewed in:	July 2027
This policy will be reviewed by:	Full Governing Body

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Regulations for the hire of Castle View School Premises and Facilities

1. Adoption of hire of Castle View School Facilities

The hiring of facilities is permitted only on the conditions outlined in the following regulations. Acceptance and signing of Castle View Letting Booking Form hiring agreement is deemed to be acceptance of these conditions.

2. Compliance and letting conditions of hire

The Hirer (the person or body to whom the hire is granted) shall be accountable for compliance with these conditions as detailed within this policy and shall at all times be responsible for all those within their party who enter Castle View School.

A letting may be defined as 'any use of the school premises by either a community group or a commercial organization', regardless of whether a letting fee is charged.

3. Applying to use the school facilities

Applications for the hire of the school premises should be made at least 10 days in advance of the required date.

- A prospective Hirer shall submit a completed application form, copies of their insurance certificates, their safeguarding policy and risk assessment to the Lettings Coordinator in accordance with the Policy and the lettings booking form.
- The school will decline a lettings application that fails to comply with this policy and the lettings booking form. No letting should be regarded as "booked" until approval has been given in writing. No public announcement of any activity or function should be made until a "booked" confirmation is received from CVS to the Hirer.
- Castle View School reserves the right to cancel any hire without notice. Every effort shall be made to give reasonable notice to a Hirer, and where possible, alternative facilities may be offered.
- The Lettings Coordinator will resolve any conflicting requests for the use of the premises, with school functions always receiving priority.
- The Hirer shall occupy the part(s) of the premises agreed upon as a non-exclusive licensee and no relationship of landlord and tenant is created between the Hirer and the school by this licence.
- The Hirer shall not sub-licence any of the premises under the licence.
- The Hirer shall not use the premises for any purpose other than that agreed upon in the licence, as set out in the Facility Booking Form.
- The school shall retain control, possession and management of the premises and the Hirer has no right to exclude the school from the premises.
- Save that nothing in the licence shall exclude or limit either party's liability for personal injury or death arising from the negligence of either party or any other liability that cannot be excluded by law, the school shall not be responsible for any losses of a direct or indirect nature, and its maximum liability to the Hirer shall not exceed the total fees paid or to be paid to the school by the Hirer under the licence.
- If the hirer breaches any of the terms and conditions the school reserves the right to terminate the licence and retain any fees already paid to the school, without affecting any other right or remedy available to the school under the licence or otherwise.
- No hire period will extend beyond 9pm on any given day. All Hirers and their parties must have vacated the premises by this time.

4. Letting periods

The maximum booking period is no longer than one school calendar year from 1st September to 31st August. If for any reason the Hirer cancels a long-term letting agreement, they shall be liable to pay 50% of the remaining costs of agreed letting term.
All new long-term hires will be initially offered one single academic term with the option for an extension subject to their compliance to this Policy and at the satisfaction of Castle View School.
No reservations are accepted for periods greater than 12 months with the exception of one-off exceptional circumstances, e.g. events requiring extensive preparations and a guaranteed booking date.

5. Refundable deposits

A discretionary, upfront refundable deposit of £150.00 may be required for certain types of lettings. The proportion of the deposit to be retained will be decided by the letting's coordinator, their decision will be final.

Please see below examples for which the return of the deposit may be withheld:

- Any damage, accidental or deliberate, to the building or any fixtures & fittings at Castle View, e.g. classrooms, sports and performance halls, changing rooms, lavatories, all weather pitch, site grounds, etc.
- Charges for additional time before or after an agreed letting period.
- Insufficient notice of a cancellation and the associated costs charged to Castle View School.
- Cost associated with the requirement for additional cleaning arising from the premises, classroom, sport and performance halls, changing rooms, lavatories, all weather pitch, site grounds and car park etc., not being left in a reasonably tidy condition.

6. Cancellation by the Hirer

The Hirer must give at least 96 hours' notice of cancellation to Castle View Lettings Coordinator. If any shorter period of notice is given, the lettings coordinator reserves the right to pass on to Hirers any costs unavoidably incurred.

7. Refusal of hire

Castle View School may refuse an application to hire the premises if:

- The premises are required by the school.
- There has been any damage to the property, or breach of these conditions during previous use of the premises by the Hirer.
- For any other reason the Headteacher and/or Local Governing Body deem it necessary or expedient to withhold the permit.

No compensation shall be payable by Castle View School by reason of such a decision.

8. Termination of letting agreement

Castle View School reserve the right, on proper notification, to suspend and terminate a letting contract for the following:

- The consumption of alcoholic beverages without explicit approval of the Castle View Chair of Governors and licensing authorities
- Smoking, Vaping or e-cigarettes in the school building and/or Castle View School site
- Misconduct or failure to maintain good order and appropriate behavior at all times
- Failure to ensure appropriate safeguarding of young or vulnerable people within their party and others
- Misuse and damage to the fabric of the building and its facilities
- Failure to comply with the instruction of Castle View School or site/security staff

Invoicing, payment and refundable deposit

9. Invoicing

Hire charges for regular events will be invoiced and payable to the Finance Department.
Ad hoc occasional hire will be booked and paid to the Finance Department.
Function/social bookings hires will be invoiced and payable in full, 10 days prior to the date of the hire via the Finance Department.

The Headteacher reserves the right, on proper notification, to invoice the Hirer for any charges arising from following.

- Any additional cleaning requirements incurred as a result of the Hirer failing to leave the accommodation in a reasonable condition.
- Authority for damage charges for repairs to the premises or facilities for damaged caused by the Hirer and their party.
- Charges for additional minutes from failing to vacate the premises at stipulated time agreed on the hire form.

10. Refundable deposit

A £150.00 refundable deposit maybe requested at the discretion of Castle View School. This will be paid prior to commencement of the term hire. A refund will be issued within 28 days of the termination of the hire subject to the condition set out in section 5 refundable deposits.

11. Additional cleaning of changing rooms and lavatories

All weekend lettings may be charged a minimum of one hour's cleaning if they use the changing rooms, lavatories or sports hall.
One-off ad-hoc charges may be applied for additional cleaning, if the site is left littered with rubbish and other waste.

12. Pricing Schedule

A pricing schedule is available upon request and can be found on the school's website. Letting rates will be reviewed annually by the Business Manager, in promoting community use we will endeavor to ensure that lettings costs are kept to an affordable rate. The Hirer will receive one months' notice of any review and changes of charges. The Business Manager will ensure satisfactory credit control procedures are adhered to for this purpose.

In the unlikely event that Debt Management is required please refer to Section 2.4 in Financial Regulations ('Write Offs and Liabilities') available upon request from the school Finance Office. There are no credit facilities.

Insurance

13. Indemnity & insurance indemnity

The Hirer will accept responsibility for:

- Damage to facilities and equipment being used.
- Third party claims involving injury to persons (including staff) and/or damage to property except when caused solely by the negligence of (the School and/or Essex County Council) their servant's and/or agents.

14. Insurance

The Hirer shall provide copies of insurance certificates prior to the commence of the letting arrangement to confirm that suitable cover is in place. This should include:

- £5,000,000.00 Public Liability Insurance
- Where applicable, insurance cover on any equipment owned by the Hirer.

Contract regulations for use of Castle View School and facilities

15. Attendance and Behaviour

- The Hirer shall ensure that the number of persons using the premises at any one time does not exceed that for which the letting agreement was approved.
- The Hirer shall be accountable for compliance with the conditions detailed within this policy and shall at all times be responsible for all those within their Party entering Castle View School and Site.
- The Hirer shall be accountable for ensuring the preservation of good order for the full duration of the letting and until the premises is totally vacated.
- The Hirer shall be liable for damage caused by unruly or inappropriate behaviour.

16. Alcohol

Under no circumstances shall alcoholic drinks be available without prior permission, this will only be granted in exceptional circumstances. Applications must be made in writing at the time that the Hirer applies for the use of the facilities. If permission is granted for alcoholic drinks to be sold, it will be the responsibility of the Hirer to ensure that an appropriate license is obtained from the local Magistrates Court.
Permission can only be granted after consultation with the school Governing Body and Chair of Governors.

17. Building fabric and fixtures & fittings

The fabric and fittings (including electrical installations) and contents of the premises shall not be interfered within any way. No treatment shall be given to prepare a floor for dancing. The Hirer shall, at the end of the hire period, leave the premises in the condition it was found in, leaving the area clean and tidy and all equipment being returned to the correct place of storage.
School furniture must NOT be moved between venues by the Hirer.

18. Use of school equipment

The use of Castle View School equipment, apparatus and facilities is strictly forbidden without specific permission.

19. School access and lock up

The site security team will unlock the site grounds and buildings prior to the commencement of the letting. The site security team shall not be harried or coerced into opening the facility early until the agreed start of Hire. The lock down will commence after the end of the agreed Letting period. Extensions to allocated times will need to be authorised by the Lettings Coordinator prior to the letting taking place. School based activities and arrangements will take priority in all cases. Any lettings exceeding their hire agreement time will be charged at 30-minute increments at the current hire rate.

20. Car parking facilities

All access to Castle View School is via the main carpark entrance from Foksville Road only.

- Vehicles will not obstruct car park or access for emergency services.
- Disabled parking bays are strictly reserved for Blue Badge permit holders only.
- Vehicles are not permitted to drive off the carpark onto block paving footpaths or grass verges.
- Under no circumstances are cars to be parked on the school playgrounds

21. Studded footwear and dance shoes

Studded sporting footwear, moulded or metal studded rugby and football boots, running spikes, tap and stilettos shoes are strictly prohibited throughout the whole of the school building. Any costs arising for damage to the fabric of Castle View School by such footwear will be charged to the Hirer.

22. Hire of playing fields, sports hall and changing facilities

The decision as to whether a pitch is playable is the schools alone. The Hirer must contact the Lettings Coordinator 96 hours prior to a booking to confirm the availability of the pitch. In addition to the conditions set out in this policy, the Hirer shall ensure that:

- Their Party is responsible for the behaviour of all players, supporters etc.
- Their Party is mindful of the close proximity of private housing and issue instructions to ensure the use of foul and abusive language is not tolerated.
- The site is left clean and tidy, drinks bottles, rubbish etc. collected and placed in the waste bins provided.
- The sports hall, gym and fitness suite is left clean and tidy.
- Muddy boots and all studded footwear are removed before entering the building
- The changing rooms are left clean and tidy.
- Corridors and entrances are left clean and tidy.
- All Hirers must be aware that the toilet and changing facilities are utilised by all Hirers.

Failure to comply with these requirements will result in additional charges to cover the cost of cleaning.

23. Access to Castle View School IT wireless networks

In exceptional circumstances Hirers' can request access to the school's wireless network. Any request for this privilege should be submitted in writing to the Lettings Coordinator for approval by the Governors and the Network Manager. Use of Castle View school wireless network is subject to the signing of the ICT - Acceptable Usage Agreement

24. Stage lighting & A/V equipment

Hire of Castle View School stage lighting and any audio/visual equipment must be requested in advance of hire, this may be granted with additional costs as per the pricing schedule.

25. Hypnotism

The Hirer will ensure that no person shall give any exhibition, demonstration or performance of hypnotism on any living person at or in connection with any entertainment to which the public are admitted whether on payment or otherwise, in the course of the hiring of the School's premises.

26. Animals

No dogs or other pets are allowed in school or on the grounds at any time.

Health and safety requirements

27. Risk assessment

Prior to confirmation of a letting agreement, the Hirer shall supply a detailed risk assessment for their activity for scrutiny by and approval of Castle View health and safety coordinator. The risk assessment must be signed and dated by the Hirer.

28. COVID19

The Hirer and their party must at all times follow national guidance published by UK Health Security Agency (formerly Public Health England) and government guidance on living with COVID-19 when responding to infection control issues.

29. Safeguarding of young and vulnerable people

The Hirer shall provide a copy of their safeguarding policy for scrutiny prior to commencement of a letting agreement.

- The Hirer and their Party shall at all times shall comply with to the requirements of Castle View School Child Protection Policy. The policy is available to view on the school website,

- The Hirer shall at all times maintain a register of those within their party. This shall include any parents / carers that may accompany a Party member. The Hirer will at all times have a record of everyone in their Party who is on site
- The Hirer shall guarantee that training and all appropriate measures are implemented to ensure the safeguarding of all young or vulnerable children within their party.
- No child is to be left unattended or allowed to roam the school building and site unescorted.
- The Hirer shall ensure a sufficient number of responsible adults are in attendance to ensure Safeguarding and health and safety for the young and vulnerable people within the party throughout the whole period of hire.
- One adult shall be a qualified First Aider.
- Hirers are responsible for maintaining safeguarding standards for the young and vulnerable people in their care

30. Health & safety, fire, and site evacuation

Hirers must familiarise themselves with the Castle View Health & Safety Policy. This is available on the school's website.

In the event of a health and safety incident, a site or fire evacuation, the Hirer and their Party will at all times comply with all instructions issued by the site security team or by other Castle View school employees. The Hirer is responsible for the health & safety of themselves and their party at all times.

- The Hirer shall ensure they have an adequate fire and evacuation procedure and familiarise themselves with the location of the evacuation assembly point(s).
- The Hirer shall identify all fire evacuation routes from the building.
- The Hirer must ensure that all hazards and potential dangers are reported to the Lettings Coordinator and/or site security team.
- The Hirer and their Party shall familiarise themselves with the fire evacuation procedure on the premises.
- Fire and other exits must not be obstructed and kept clear at all times.
- If the fire evacuation alarm sounds, the Hirer and their Party shall leave the building by the nearest emergency exit.
- The Hirer is accountable for ensuring that their Party are all safe and clear of the building and accounted for.
- The Hirer shall maintain and complete a register of their Party and report to the site security team for any persons unaccounted.
- Hirers shall not bring on to the premises, any item of an inflammable or explosive nature. The use of smoke, fog, dry ice generators are strictly prohibited as are, chemicals, and solvents etc. or any other substances, apparatus, items of a dangerous nature.
- No BBQ's, log burners, chimeneas or open fire containers must be brought on to the school site.

31. Fire Safety

The fire alarm consists of a continuous siren. If a fire is discovered sound the alarm immediately but do not attempt to fight the fire. The Hirer shall instruct their Party to evacuate the building, instructing the last person in their Party to shut the door. If leaving a room where there is a fire, do not leave until all of the party is clear. Proceed in a quiet and orderly manner to the evacuation point.

32. First aid

First Aid is the responsibility of the Hirer and the Hirer is responsible for supplying a small first aid kit at all times.

In case of an emergency contact the emergency services.

33. Portable Appliance Testing (PAT)

The Hirer shall not bring on site any electrical equipment, e.g. kettles, cookers, hot rings, microwaves deep fat fryers, popcorn maker etc.

Electrical equipment including, IT, PCs, cell phone chargers, disco equipment, stage lighting, sound system may be brought on site with prior approval supported with a current PAT test certificate submitted for scrutiny to Premises Manager. Power sockets shall not be overloaded and only one extension lead used per supply.

All electrical equipment must have been subjected to a PAT Test within the last 12 months and a copy of the certificate shall be provided prior to signing the booking confirmation

Statutory requirements

34. Statutory requirements

All statutory requirements, including those relating to health and safety and public entertainments, must be strictly fulfilled by the Hirer. Film, musical (including disco) and stage events must be considered to be public entertainments unless entrance is restricted to those who are bona fide members of the organisations hiring the accommodation.

For all public entertainments, it is the Hirer's responsibility to inform the local Council's Licensing Officer and obtain the appropriate license. This applies if tickets are to be sold at the door or advertised to the public, but also if tickets are offered to friends and neighbours or even if admission is free and open to all.

35. Gambling

The premises may not be used for games of chance, other unless the Governors and appropriate licensees have granted specific permission and permissions are obtained.

36. Right of access

The Governing Body and its agents reserve the right of access to Castle View Premises during the letting.

Miscellaneous

37. Heating, power, and ventilation

The heating, power and ventilation is provided throughout the year and is controlled by the building management system.

38. Storage and Hirers' property

Castle View has no storage facilities for lettings groups. Where Hirers are permitted to leave equipment on the premises, they do so entirely at their own risk. Furniture and apparatus may be brought on to the premises at the Hirers' own risk with prior approval arranged with the Lettings Coordinator and not during the core operating hours of the school day.

39. Marketing

The hirer shall not display any advertisement, signage, banners, posters or other such notices on the premises without prior written agreement from the school.

Information to Hirers'

PLEASE TAKE NOTE OF THE FOLLOWING.

It is advised that you make anyone associated with your booking (guests, spectators and participants) aware as any transgression may result in your letting(s) being cancelled.

The school and car park are accessed via Foksville Road. For satnav please use postcode SS8 7FH

You may only park in the main car park within the marked bays. Do not park on pathways or verges/grassed areas. Be considerate and do not use the disabled bays unless you display a valid disabled parking badge. Do not park externally in residential parking areas.

Smoking or the use of e-cigarettes and vaping devices and the consumption of alcohol is not permitted anywhere on the site
Your hire will be terminated with immediate effect if this condition is breached.

It is your responsibility to ensure that the facilities hired are left in a clean and tidy condition. Please put all rubbish in the bins provided or take it away with you. Do not put soiled nappies in the school bins. Please take these away and dispose of them at home

All children must be supervised by a responsible adult at all times. It is not acceptable for children to be left unsupervised during your letting.

Lettings Bookings and Cancellations Contact Details

40. Lettings Coordinator
Castle View School
Foksville Road
Canvey Island Essex
SS8 7FH

Tel Number: 01268 696811
finance@castleviewschool.co.uk

ICT - Acceptable Usage Agreement

A copy of the IT acceptable Use Policy will be provided to the Hirer if required.

Castle View School – Facility Booking Form

Name of Hirer							
Party / Group Name							
Club / Organisation Affiliated							
Nature of Hire							
Facility Required							
Primary Contact Details	Property No. Street. Town. County. Postal Code. Email Address. Tel. Mobile. Tel. Landline.						
Secondary Contact Details for the invoice to be sent to if different from above:	Property No. Street. Town. County. Postal Code. Email Address. Tel. Mobile						
Hirer's BAC's Transfer (Return of Refundable Deposit)	Bank Name: Branch: Account name: Account Number: Sort						
Date of First and Last Booking	Date Start		Date Finish				
Times Start and Finish	Time Start		Time End				
Day of the Week (Circle required days)	**Mon**	**Tues**	**Wed**	**Thurs**	**Fri**	**Sat**	**Sun**
Term time only?	Yes / No						
Full Time Inclusive of Holidays	Yes / No	Total Number of Weeks					
Public Liability Insurance (Minimum £5,000,000)	Ref Nos.						

Long-term Hire		
Over 10 sessions please complete	Monthly Cost of Facility Hire	£_____
	Monthly Cost of Cleaning	£ _____
	Monthly Total Charge	£ _____
	One- Off Refundable Deposit at CVS discretion	£ 150.00
One-off Ad-Hoc Hire		
Under 10 sessions please complete Total cost of one-off Hire including refundable deposit	Cost of Facility Hire	£ _____
	Cleaning	£_____
	Additional Staffing	£ _____
	Catering	£ _____
	Refundable Deposit	£
	Total	£ _____

For public performance purposes only		
		Yes /No
Is the Hiring private or public function? Legal advice should be sought where doubt		
Number of attendees.		
Method Statement and Risk Assessment to capture control measures of guests invite		
Is there an admission charge?		
Maximum number of tickets to be sold		
Are alcoholic beverages being consumed? Refer Lettings Policy.		
The Hirer is responsible for any royalties, licences, or fees payable in connection with any other of the activities listed.	Please indicate which (if any) of the following are applicable: Singing / Music	
	Dancing (by performers or public)	
Performances Hall Stage.		
Details of performance involving scenery, decorations lighting sets strobes, lasers etc. All decorations shall be fire proofed and have proof of standard.		

Castle View School shall be informed of any cancellation immediately and no later than 96 hours prior to the booking.

Request to hire Castle View School Premises and Facilities

I the Hirer, _____on behalf of _____

confirm that I have read and fully understand the requirements set out in the Regulations for the Hire of Castle View School Premises and Facilities and that I and my Party will always comply strictly with those regulations.

I acknowledge and accept accountability and responsibility for my Party for any damage or loss sustained to Castle View school Facilities and accept liability to cover the cost of repairs of such damage or losses.

I hereby apply for the use of the Castle View School facilities as outlined in this facility booking document. If my application is approved, I agree to provide payment for long term hires or for one- off hires in full, in advance, all fees / charges including a £150.00 refundable deposit in compliance of the Regulations for the hire of the Castle View School Premises and Facilities. I confirm that I am over the age of 18 years.

Name: _____Signature: _____

Date: _____

Letting Approval Check List Hirer	Yes / No / NA
Insurance documents provided to Lettings Manager	
Risk assessment submitted, approved, and signed and dated by Hirer	
Hirers safeguarding policy received	
Received and read Castle View school Safeguarding Policy	
Alcohol license obtained from Governors & Magistrates	
Refundable deposit paid	

Pat testing certificate received and issued to Lettings Coordinator/Premises Manager	
As required obtain Performance License from Basildon Borough Council	
Letting Manager Check List	**Yes / No / NA**
Hirers issued with Castle View Lettings Policy	
Hirers issued with Castle View Safeguarding Policy	
Hirers issued with Castle View IT Acceptable Use Policy	
Letting entered on Iam Compliant	

Approval		
Business Manager	Headteacher	Chair of Governors (If required)
Signed:	Signed:	Signed:
Date:	Date:	Date: