

Lettings Information & Application Pack



APPLICATION FOR USE OF PREMISES

Name of Organisation

Rooms/Facilities required

- Specify which area is required from the attached list. Availability will not generally be before 5.00pm on school days and finish time no later than 11.00pm
- If any specialist equipment/fittings are required you should contact the school. There may be an additional charge and you should advise the school of the name of a suitably qualified person who will be responsible.

Date(s) of use

Date use to commence if regular booking

If regular booking, frequency and duration of use

Day(s) of week accommodation required

Times during which premises required: From am/pm Toam/pm

(Definite times must be stated. If premises are not vacated at the stated time additional charges will be made)

Purpose of Use/Type of Activity

Estimated number of people who will use the premises.....

Age range of people who will attend

Is this a fund-raising activity? YES/NO

If YES for what purpose will the money be devoted?

.....

I agree to accept the conditions, which I have read, on the enclosed Conditions for the Community use of Academy premises

I agree to pay the charge (where applicable) **IN ADVANCE** of the booking to **OASIS COMMUNITY LEARNING**

Name Signed

(Please print)

Address Date

..... Office/Position

..... Postcode

Telephone: Home Business/Mobile

TO BE RETURNED TO :
MR Ian Sawyer, Site Manager
Oasis Academy, Enfield,
Kinetic Crescent,
Innova Park,
Enfield,
Middlesex.
EN3 7XH.

Oasis Academy Enfield Lettings Tariff 2008/09

All rates are per hour, per facility

All facilities available Mon – Fri 5pm to 9pm. Sat/Sun 10am to 2pm (Some sports facilities may not be available until 6pm weekdays)

| Facility | Size/Seating Capacity | Equipment available (inc. in tariff) | Standard Rate per hour | Community Rate per hour | Development Rate per hour |
|----------------------------------|---|--|------------------------|-------------------------|---------------------------|
| Sports Hall 1 | 32 x 18m (300) 2 | Basketball court, goals, badminton nets | £65 | £50 | £35 |
| Multi Use Games Area | 50 x 30m | Goals, netball nets. | £50 | £30 | £20 |
| Assembly Hall | 14 x 12m (180) | Data Projector, lights, sound system, CD/DVD | £50 | £30 | £20 |
| Lecture Hall | 14 x 8m (100) | Data Projector, PA, CD/DVD | £40 | £25 | £15 |
| Cyber Café | 8 x 8m (20) | Small kitchen area | £30 | £20 | £10 |
| Board Room | 8 x 8m (20) | | £30 | £20 | £10 |
| Classroom | 10 x 6m (30) | Interactive White Board (inc.data projector) | £20 | £15 | £5 |
| Market Place (Agora) | 20 x 14m | | £50 | £30 | £20 |
| Music Practice/Studio (per room) | Various classroom sizes | | £30 | £20 | £10 |
| Dance Studio | 10 x 10m | | £30 | £20 | £10 |
| Drama Studio | 10 x 8m | Sound system, lights | £30 | £20 | £10 |
| Playground | 40 x 40 (with obstructions) | | £30 | £20 | £10 |
| Restaurant & Terrace | Restaurant 10 x 18m (120) Terrace 24 x 18m | No own use of kitchen except for serving cold food 3 | £50 | £30 | £20 |

1 If Sports Hall is being used for an event at which seating and floor protection is required an extra 6 hours hire time will need to be added (3 hours before and 3 hours after) for setting up/breaking down.

2 Sports Hall could accommodate up to 500 if extra chairs are hired. Hall can be split in two using curtain. Rate would be 50% of above rates

3 R.E. Partnership, the academy catering partner, can be hired to cater for functions (see terms & conditions).

Chair, table, stage, crockery, cutlery & glass hire also available – prices on request.

Standard Rate = Normal Rate.

Community Rate = Non profit making organisations who are serving the community in some way.

Development Rate = Non profit making organisations working in partnership with the academy.

All hourly prices are for weekday lets 8am to 8pm. For other times please add £15 per hour weekday evenings and £20 per hour weekends, to cover site team attendance.

Conditions for the Community Use of Academy Premises**1. GENERAL**

- 1.1 Premises shall be used only for such educational, social and cultural purposes compatible with the Academy's values, aims and ethos as decided by the Academy Council.
- 1.2 The Academy Council shall be entitled immediately to suspend such use by the particular user concerned in the event of any user seriously or persistently abusing this use.
- 1.3 All applications for the use of the premises should normally be made to the Academy at least two weeks before the use of the premises is required, so that any points of doubt may be determined by Oasis Academy Enfield and appropriate notification and confirmation given. All fees must be paid in advance.
- 1.4 Oasis Academy Enfield shall be free from liability if the premises are not available through causes outside their control, for example examinations, elections, civic meetings.
- 1.5 Any cancellation by the hirer of use or series of uses must be made to Oasis Academy Enfield with at least 24 hours notice. Tel. No. 01992 655400. Failure to do so will result in the normal charge being made.
- 1.6 Oasis Academy Enfield reserves the right to increase the charges for community use at any time by the giving of one calendar month's notice to the hirer.
- 1.7 Oasis Academy Enfield reserves the right to alter amend or add to the Conditions of Use at any time and such alterations, amendments or additions will be effective on the giving of seven day's notice to the hirer.

2. HEALTH & SAFETY

- 2.1 All hirers shall familiarise themselves with notices related to health, safety and fire precautions displayed around the Academy premises and relate instructions to all members.
- 2.2 All hirers shall ensure that there are at least 2 adults (18 years of age or over) supervising at all times. It is recommended that all adults working with children and young people under the age of 18 have completed the form "Disclosure of Criminal Background" under the REHABILITATION OF OFFENDERS ACT 1995.
- 2.3 All Hirers are advised to provide a first aid box.
- 2.4 All hirers shall familiarise themselves with the location of the nearest public telephone for use in emergencies or have use of a mobile telephone.
- 2.5 All hirers shall notify the Academy of any accident by completing the relevant accident form.
- 2.6 **Martial Arts**
Organisers and instructors shall be in membership of one of the following bodies which are recognised by the Sports Council Advisory Group on Martial Arts
- British Aikido Board
British Kendo Association
UK Tang Soo Do Federation
British Karate Federation
British Council of Chinese Martial Arts
British Taekwondo Council
British Ju Jitsu Association
English Karate Governing Body
- 2.7 **Sporting Groups**
Sports Groups or their instructors must be in membership or registered with the appropriate Sporting National Body and comply with that body's policy on coaching.

3. LOSS OR DAMAGE INSURANCE MATTERS

- 3.1 Oasis Academy Enfield shall not be liable for any loss or damage to the hirer or any person or persons admitted to the premises by the hirer except where same is due to the negligence of Oasis Academy Enfield or any person for whom Oasis Academy Enfield is responsible.
- 3.2 Oasis Academy Enfield requires the hirer to make good all loss or damage which may be caused during the hiring period to the premises and to remove any litter which the hirer is responsible from playing fields and the Academy premises.
- 3.3 Oasis Academy Enfield has an insurance policy which gives public liability for possible claims made against Oasis Academy Enfield by hirers of the Academy, with a limit of indemnity of £2,000,000. It is the responsibility of the hirer to insure against any risks not covered by this policy and to consider their own requirements in respect of public liability, i.e. where claims may be made against them where they have been negligent.
- 3.4 Hirers of Academy facilities should have their own Public liability cover as commercial lettings to third parties are not included in the above cover.
- 3.5 Small clubs or individuals will be covered.

- 4.1 Community use of Academy premises must not interfere with the statutory obligations of the Academy to deliver the curriculum nor should Academy private lettings interfere with directed community use of Academy premises.
- 4.2 Oasis Academy Enfield is a no smoking site.
- 4.3 The wearing of any footwear which may cause damage to any of the Academy surfaces is not permitted.
- 4.4 No portable electrical equipment, provided by the user, must be connected to the premises fixed electrical supply unless it has undergone periodic testing certification for electrical safety by a competent person, in accordance with Electricity at Work Regulations 1989. (Such tests would be carried out annually or in the case of heavily used equipment more frequently). The Academy reserves the right to inspect the documents at any time.
- 4.5 The hirer shall ensure that Academy premises and facilities used are left in a clean and tidy condition. Failure to do so will result in penalty charges pro rata plus and administration fee of £50.
- 4.6 **No person under 18 years of age may make a booking for the use of the premises.**
- 4.7 No bookings will be accepted from organisations known to have racist aims and objectives.
- 4.8 Where car-parking space is available at premises it is at the owner's risk. The hirer must ensure that entrance roads are kept free of traffic to allow vehicles to pass in an emergency.
- 4.9 No permanent furniture shall be introduced onto the Academy premises by the hirer without the prior approval of the Governing Body.
- 4.10 The hirer shall make all the necessary arrangements:-
(i) For the acceptance on the premises and the removal of any property or other articles which may be required for the hirer's own purposes.
(ii) For the removal unless otherwise agreed on the expiry of the hiring such property or the hiring fee will be continued on a daily basis, no responsibility can be taken by Oasis Academy Enfield or Academy personnel for removal of such property.
- 4.11 Directed Community Use of premises does not include the use of equipment and materials. Policy of use of and charges for equipment is determined by the Academy. Use of such equipment will be negotiated separately with the Academy. Where use is sought of specialist equipment or fittings a suitably qualified person must be available to supervise such use and no such equipment or fittings must be removed or adjusted without previous approval from the Academy.
- 4.12 The following rules apply to the MUGA (Multi Use Games Area):
Trainers/Astro shoes only to be worn on there. No other types of shoes/boots.
No food to be eaten on astro.
Absolutely NO CHEWING GUM ALLOWED.
Drinks are allowed but all litter must into the nearest bin provided.
Access only through the front gate nearest to the Academy.
Under certain weather conditions the Astro turf cannot be used. In these cases a refund will be given or, if free, there will be the option of using the Sports Hall.

5. PUBLIC ENTERTAINMENT

- 5.1 Premises which are licensed for public entertainment are subject to the conditions of appropriate licences which must be complied with by the hirer. Where premises are not licensed for public entertainment, the promoters of any entertainment which a licensee is necessary shall be responsible for ensuring that a licence is obtained.
- 5.2 When halls are hired to public entertainment or meeting, the hirer shall ensure sufficient stewards to maintain order are available at exits and entrances. The maintenance of order shall be the sole responsibility of the hirer.
- 5.3 No dramatic or musical or other work in which copyright subsists shall be performed on the premises unless the consent of the owner of the copyright has been previously obtained. The hirer shall indemnify Oasis Academy Enfield against all claims made against it for breach of copyright.
- 5.4 The consumption of alcoholic drinks on Academy premises will only be allowed during the course of functions organised by responsible bodies with the prior approval of Oasis Academy Enfield and the Academy Council and subject to normal licence arrangements. It is the responsibility of the hirer to make enquiries of the Police or Clerk of the Licensing Justices to ascertain licensing requirements; it is also the responsibility of the hirer to ensure that the relevant licensing requirements are met and observed.

6. CATERING & USE OF KITCHENS

- 6.1 Academy kitchens are operated by a third party contractor, R.E. Partnership. Prior to confirmation of any booking requiring catering or use of kitchens R. E. Partnership should be contacted to ascertain if the requirements can be met and at what cost. A separate agreement will need to be entered into with R.E. Partnership, with any payments for services made directly to them. Oasis Academy Enfield cannot accept any liability for the provision or non provision of any catering services or kitchen use. R. E. Partnership contact details are: 01992 655433.