Lord Grey Academy

Terms and Conditions for the Hire of Lord Grey Academy

For the purpose of this document, The Lord Grey Academy will be known as “the Academy” and the group making the booking will be known as “the Hirer”. The use of the Academy’s premises and its facilities are subject to the following terms and conditions. Educational requirements will take precedence.

1. Equal Opportunities

a. The premises shall be available to all members of the community regardless of race, colour or nationality, gender, religion, marital status or disability.

b. Due to the layout of the site certain areas are inaccessible for wheelchairs or for people with mobility impairments. Please advise us of any special access requirements before you confirm your booking.

2. Applying to use the Academy

a. The Academy retain the right to refuse any application for use of the premises without explanation or right to appeal.

b. The Academy has the right to immediately terminate any agreement relating to the hire of the Academy if it is considered that the agreement has been broken by the Hirer. Such termination will not release the Hirer from any financial obligations.

c. All prepayments made by the Hirer will not be refunded to the Hirer upon cancellation of the agreement by the Hirer.

3. Hours of Opening

The hours of opening are as follows:
Monday to Friday 17:30-21:30

Saturday & Sunday - times may be considered on request

Hours of opening may be subject to change.

The site will be closed on public holidays and for the period of the Christmas holidays, based on published Term Dates on the Academy website.

b. Hours of opening may be subject to change.

c. Visits are by appointment only.

d. Special opening arrangements may be made on occasions. Please discuss your requirements with the Bookings Team.

4. Safeguarding and Child Protection

a. Each hirer who has under 18’s in their care must provide the Academy with a copy of their safeguarding and child protection policies and procedures;

b. The Academy will follow its own safeguarding policies if an incident is reported to the Academy and is related to any hirer;

c. The hirer can liaise with the Academy’s Designated Safeguarding Lead, as appropriate;

d. The hirer or a member of the public can:

(i) report a child in immediate danger to the police, calling 999

(ii) report a concern for a child to the Multi-Agency Safeguarding Hub (MASH) on 01908 253169,
Mon-Thur 9am-5pm,
Fri 9am-4:30pm
or call 01908 265545 out of hours.

(iii) Seek additional support through:
Childline 0800 111;
NSPCC 0808 800 5000;
Samaritans 116 123;
Police non-emergency 101.

5. Maximum Capacity

a. The Hirer shall ensure that the maximum room capacities are adhered to (please ask for further details at the time of enquiry). Additional furniture and equipment must not be included without the permission of the Academy. Please confirm the number of people you expect to be onsite as part of your booking at the time of enquiry.

6. Safety Requirements

a. During the letting the Hirer will be requested to complete the Lettings Register by the Site Staff. This is to ensure we have an accurate record of persons on site at any given time and to verify our lettings database. The register MUST be completed on each occasion.
b. It is recommended that each Hirer keeps a record of participants attending the event that could be called on in case of a fire.
c. All activities conducted by the Hirer must adhere to the conditions and guidelines set out in the Academy's Health and Safety Policy (available on request). Any breach of these conditions will result in the termination of the Letting Contract.

In particular:

a. Gangways, exits and escape routes must be kept clear of obstructions.
b. Hirers must familiarise themselves with the emergency procedures and ensure their clients or participants are made aware of the procedures.
c. In the event of discovering a fire, clear the premises and congregate at your designated meeting point (which will be shown to you during your Orientation. See section 19), sound the fire alarms, contact the Fire Brigade, and inform the Site Staff.
d. Performances involving danger to the public shall not be permitted.
e. Highly flammable substances shall not be brought into, or used in, any part of the premises.
f. No unauthorised heating appliances shall be used on the premises.
g. It is the responsibility of the Hirer to ensure adequate first aid facilities are available. It is recommended that a member of your club or organisation is a first-aider.
h. The Academy cannot guarantee access to a phone line so it is advised that you have access to a mobile phone.
i. All electrical equipment brought into the building must comply with the Electricity at Work Regulations Act 1989. It is used at the risk of the Hirer and the governing body will disclaim all responsibility for any and all claims and costs arising out of, or in way relating, to such equipment.
j. The use of laser and strobe (maximum four flickers per second) lighting equipment shall not be installed or used on the Academy premises without the prior approval of the Academy. In such instances where approval has been given it is the responsibility of the Hirer to inform the public/audience of the use of such equipment.
k. The Lord Grey Academy is a non-smoking establishment. Smoking is not permitted. Please ensure that all members of your club and any associated people are aware of this policy.

Lord Grey Academy

7. Supervision
It is the responsibility of the Hirer to ensure that adequate supervision is in place and that good order and behaviour is maintained. The Hirer shall have due regard for their general responsibilities for the health, welfare and safety of the public throughout the duration of the letting.

8. Intoxicating Liquor
Intoxicating liquors are not permitted on the premises without the authorisation of the Academy. Where permission has been granted, it is the responsibility of the Hirer to ensure that good order and behaviour is maintained.

9. Betting, Gaming, and Lotteries
Betting, Gaming, and Lotteries are not permitted on the premises

10. Loss of Property
The Academy cannot accept responsibility for damage to, or the loss of, any property brought on to or left on the Academy premises during a letting. It is the responsibility of the Hirer to ensure that personal belongings and equipment are kept secure.

11. Car Parking on Site
Cars, motor vehicles and bicycles are parked at the risk of the owner/driver. The Academy does not accept responsibility for any damage or loss to any vehicle whilst on the Academy premises. Vehicles must be parked in marked bays. Users must avoid undue noise on arrival and departure. Due care and attention must be taken when bringing motor vehicles on site particularly during the school day or when Academy activities are taking place. Whilst on the site pedestrians have the right of way. The one-way system must be adhered to.

12. Cleaning
a. Hirers must ensure the premises are left in the same condition as when they arrived. The site staff must be informed of any issues prior to the start of any letting. Any spillages that occur during your letting must be reported to the Site Staff.
b. Litter must not be left in and around the site. Please use the bins that are available throughout the site.

13. Food and Drink
It is accepted that refreshments may be required during your letting. Unless specific requirements are requested by the Hirer and confirmed by the Academy at the time of booking, food and drink must not be consumed within classrooms or specialist areas, including sports facilities or changing rooms. Picnic tables are available around the site and will be shown to you during the orientation session. Any litter must be disposed of in the litter bins provided or taken home.

14. Sports Facility Users
a. All sports facility users must ensure that their booking includes time for changing and vacating the changing rooms.
b. Studded boots must not be worn on the astro turf. Any damage caused to the astro turf due to incorrect footwear is the liability of the Hirer. Muddy boots must be removed before entering the changing rooms. Boots can be cleaned outside the changing rooms using the boot brushes provided. Please do not bang your boots against the walls or pillars around the astro turf.
c. The astro turf goals must only be used for the purpose they have been designed ie. football goals for football. Any misuse and resultant damage of the goals are the liability of the Hirer.

Lord Grey Academy

d. Due to time restrictions imposed on the astro turf by the planning permission, all floodlit lettings must stop at 10.00pm. All floodlight lettings will cease at 9.30pm, to allow for changing. We apologise for any inconvenience this may cause but ignoring this requirement will result in the permanent closure of the astro turf.
e. **CHANGING TIME MUST BE INCLUDED IN THE LENGTH OF YOUR BOOKING**.
f. Only the equipment identified on your Application to Hire form can be used during your letting. Any additional equipment must be supplied by the Hirer. Additional charges will be levied for use of any equipment outside of the lettings contract. Any damage caused to the Academy's equipment, or damage caused by the Hirer's equipment is the liability of the Hirer.

15. Indemnity and Insurance

a. Lettings are made on the understanding that the Academy is indemnified by the Hirer against any loss, damage, costs and expenses during the use of the Academy premises by the Hirer.
Therefore you must:
b1. Provide a copy of your insurance policy. This mean cover the following as a minimum:

- £2,000,000 indemnity for third party negligence relating to the public or property.

16. Payment

a. Payment is due in advance of any sessions. All invoices will be due on the 1st of each month for that month's sessions.
b. Payment should be sent directly to the Academy's bank account as detailed on the invoice.
c. The credit terms operated by the Academy are 14 days.
d. Queries relating to invoices should be made in writing within 10 working days of receipt of your invoice.
e.If the invoice payment has not been made in accordance with the Academy's 14 day credit terms the Academy will immediately look to suspend or cancel all further bookings. Hirers will not be allowed to use the Academy facilities until all balances have been cleared.
f.If the payment has not been received within 30 days of the invoice date, the Academy will commence their debt recovery procedure.
g. The Academy reserves the right to seek legal advice/action to recover unpaid invoices for services the Academy has provided to a Hirer.
h. Any sessions cancelled by the Hirer (inside the 3 working days' notice) will be credited off the following month's invoice. If the Hirer isn't using the Academy's facilities the following month they will receive a BACS payment on the next scheduled BACS run.BACS payments are made once a week (usually on a Friday).

17. VAT

VAT at the prevailing rate is chargeable on the letting of sporting facilities for sporting activities unless the activity is for over 24 hours or is for a series of lets that fulfil the following criteria:
a. The series of bookings consists of ten or more sessions.
b. Each session is for the same sport or activity and in the same location
c. The interval between each session is at least one day and not greater than fourteen days.
d. The series is paid for or invoiced as a whole.
e. The Hirer is a club, association, local league or school.
f. The Hirer has exclusive use of the facility during the session.

18. Cancellation

a. From time to time Academy events will result in the cancellation of your booking. An alternative venue will be offered (where possible) or a credit will be placed against your invoice. Wherever possible the

Lord Grey Academy

Academy will inform the Hirer, at the point of making the booking, that the venue is not available. Alternatively, the Academy will provide seven days notice of any cancellations.
b. The Hirer must provide the Academy with at least three working days' notice of cancellation to avoid charges, otherwise the full booking fee will be charged.
c. To cancel the booking either inform the Site Staff who will make a note of the dates you wish to cancel, or contact the Bookings Team.
d. The Academy reserves the right to cancel at short notice due to an emergency repair / situation.

19. Contact Details

Address: Lord Grey Academy
Rickley Lane
Bletchley
Milton Keynes
MK3 6EW
Switchboard: 01908 626 110
Site Office: 01908 626 166
Lettings Team: 01908 626124
Security Guard: 07971 495769
Email contact: lettings@lordgrey.org.uk

20. Orientation

We recommend that you arrive ten minutes before your first session in order that the Site Staff may show you the relevant facilities, emergency exits and fire alarms etc. They will also be able to answer any questions you may have.