



## Conditions of Hire

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**Beauchamp** is a college for all members of the community. We have a full programme of daytime and evening classes. We also welcome use of the college by regular users and societies involved in social, cultural, educational, political, religious and recreational activities. Local groups can use the facilities of the college, and the community can be enriched by the activities of many varied organisations in its midst.

The governors are responsible for the management of extended services at Beauchamp College. They have established finance of at least three governors, which meets three times a year prior to governors' full meetings, to discuss relevant issues and make recommendations to the governing body.

## Regular User Discount

**Applications For Regular User Discount** – Please use the application form enclosed in the booking information pack.

**Bookings** – Groups are normally consulted in May about accommodation required by them for the following academic year (1st September to 31st August).

Requests for occasional bookings should be made to the Room Bookings Co-ordinator.

Upon receipt of completed booking forms, the college will endeavour to give users a continuation of their preferred dates/days and time slots subject to the forms being received on or before the cut off date specified in the booking information pack. Any completed booking forms received after this date will be allocated available sessions on a first come first serve basis. Should a group require a different day and/or time slot, the college will endeavour to accommodate this.

**Fees** – Regular user discounts fees (plus VAT) are payable in advance before 1st September each year. Cheques should be made payable to Beauchamp College.

The scale of the fees is decided by the governors' committee and is shown on a separate sheet. It is designed to encourage the use of college facilities, whilst charging reasonable fee.

**All fees for the lettings to be paid two weeks in advance.** Cheques should be made payable to Beauchamp College and crossed. If payment is not made by the due date then the governors reserve the right to cancel the hiring. Please note all payment for academic bookings for the previous term must be up to date before we can accept any future booking requests. If payment is not made by the due date then the governors reserve the right to cancel the hiring.

If booking within two weeks of the hire date, fees are due at the time of booking.

Since the scale of fees does not cover the actual cost of the facilities provided, the education committee has ruled that groups should not use premises for fund-raising or profit-making activities. Where the group wishes to raise money for its own purposes, it shall be charged an appropriate fee, which should not be less than that shown in the price list.

**Cancellation Policy** – Should a group need to cancel their booking for any reasons, the college must be informed 48 hours in advance so as not to incur a charge. If this policy is not adhered to, the normal facility rate will become payable.

**Child Protection** – If your group is working with children of school age (up to 18 years) it is your responsibility to ensure that your teachers/coaches have passed DBS checks.

## General Points

**Alcohol** – No alcohol is to be brought on to the premises

**Booking Times** – The hours booked for the letting should include any setting up or cleaning up time required.

**Car Horns** – Please respect the wishes of the local residents and do not use car horns other than for normal driving reasons.

**Parking** – Users must use the car parks on the college site and not park on the surrounding roads or the Gartree campus. For large events please make special arrangements with the premises officer, and nominate 3-4 people to supervise the parking of coaches and cars. Please note that vehicles are parked at the owners risk and the college accept no responsibility for any loss or damage to vehicles.

**Catering** – Beauchamp College are able to offer a full range of menus ranging from light refreshments to breakfasts, buffets or three course meals. For any catering requirements please contact Rose Richards, catering director on 0116 2729139, RMR@beauchamp.org.uk. No other food may be brought to the premises. For large events please contact Rose at least a month in advance.

**Children** – Please ensure that children are always properly supervised.

**DBS/CRB** – It is the hirers' responsibility to ensure that appropriate DBS checks (previously CRB) are made. We will require your DBS checks upon booking. This will be recorded in our SCR (Single Central Record) For more information see page 4. If your group is working with children of school age (up to 18 years) it is your responsibility to ensure that your teachers/coaches have passed DBS checks.

**Damage** – Any damage caused to the rooms hired or equipment used must be reported to the premises officer. Any incidents or accidents should also be reported to the Premises Officer.

**Fire Alarm/ Bomb Alert Procedures** – All users should familiarise themselves with these procedures. Further information can be found on page 5.

**Fireworks/Explosive Devices** – These are not allowed on the premises.

**Furniture** – Where desks/furniture are moved please replace in original position. Hirers should leave the premises in a clean and tidy condition.

**Insurance** – All clubs are required to arrange insurance cover. We will require a copy of the policy upon booking. For more information see page 3.

**Loss/Damage** Beauchamp College cannot accept liability for loss or damage to private or personal belongings whilst on school premises.

**Music** – It is the responsibility of the party booking the room to take out a PPL Licence if sound recordings are to be used. Loud music is not allowed.

**Mobility** – You must inform the Premises Officer on duty if a member of your group has mobility difficulties, particularly if located on the first floor of the building.

**No Smoking Policy** – We have a no smoking policy at the college. There should be no smoking in any part of the building or surrounding vicinity so please ask your members to refrain from smoking on College grounds.

**Premises Officer** – There will be a Premises Officer on duty at all times. Should you have any problems and wish to contact them the telephone number is 07538 589314.

**Ridgeway** – Can you remind your members that Ridgeway is a one-way street.

**Risk Assessment** – For large events a risk assessment will need to be made by a suitably qualified risk assessor. Please request a risk assessment form/checklist from the training centre reception and arrange to visit the college to conduct the risk assessment.

**Seating Capacity** – The main hall seating capacity maximum is 250, with an overall college capacity of 600. This complies with County Council fire regulations.

**Use of Premises** – Please use only the areas you have booked. Outdoor activities/entertainment cannot be allowed (unless specific approval has been given).

**Vacating the Premises** – Users must vacate the building at the agreed time and vacate the site promptly allowing premises staff to secure the building and site. Any hirer that exceeds the time permitted for letting will be charged accordingly. Please tidy any litter in the college and surrounding grounds resulting from your event. The premises officer can supply you with plastic bags for this purpose and will dispose of the filled bags for you.

## Indemnity & Conditions Of Lettings

1. To indemnify/compensate Beauchamp College and the governors against the consequences of any authorised performance of a copyright work during the period of the use of the college, the hirer is responsible for completing the returns required by the Performing Rights Society.
2. The hirer shall be held responsible for all damages, losses, claims and costs arising out of the use of the premises and shall indemnify Beauchamp College and the governors for any claims arising from accidents whether fatal or otherwise to any employee or agent of the college and to any member of the public and to any third parties caused as a result of the hiring. Hirers of the college premises are advised to take out an insurance policy to cover the possibility of such a claim.
3. To adhere in full to the following regulations:
  - No preparation may be applied to the floors
  - No interference with college equipment
  - No interference with a central heating apparatus
  - The premises shall be vacated at the due time
4. Beauchamp College cannot accept liability for loss or damage to private or personal belongings whilst on school premises. No liability is accepted for loss or damage caused to private vehicles or their contents whilst they are parked on college premises.

The college shall endeavour to honour any booking in a particular room but there will be occasion when alternative accommodation is offered.

## Insurance

All clubs are required to arrange insurance cover for personal accident and loss of or damage to equipment. Neither Beauchamp College nor the school governors can accept liability for loss or damage to personal property whilst on site.

You are advised that public liability insurance may be necessary if you are organising a large event.

## Special Events/ Large Events

A deposit may be required and should be sent with the booking from within two weeks of making a provisional booking. The remainder of the hire charge should be paid at least one month before the event takes place. A risk assessment should be produced to cover activities undertaken on the premises. If you require assistance or further information on risk assessments please contact the college.

In the event of damage to college premises or equipment, failure to comply with hire conditions, including the number of guests, the college may withhold all or part of the deposit.

Our aim is to ensure that:

1. Your booking is successful and your members/guests enjoy the event
2. There is uninterrupted smooth running of the college
3. We maintain a harmonious relationship with local residents

Any person, group or society may be asked to leave the site if it is felt that they are

1. Disrupting or disturbing other users, the public or adjoining occupiers
2. Conducting activities or behaving in such a way as to bring the college into disrepute
3. Not complying with the rules and regulations of the college

## Working With Young People/DBS Checks/Security

People who work with young people, either as a volunteer or as a person in charge must be given clearance by the Disclosure and Barring Service. It is the hirers' responsibility to ensure that appropriate DBS checks are made. You will be required to supply your original DBS Certificate when the booking is placed (the details will be recorded on our SCR (Single Central Record)).

Leaders/instructors of young people should pay particular attention to the keeping of **registers** for all young people in their care. They must also give guidance on how to evacuate the premises in the event of a fire or an emergency. Guidance on how to conduct oneself in a safe manner with due regard to other users should also be given. Please ensure that young people under your care are confined to the area hired and not allowed to roam the site.

In the interests of safeguarding, all visitors should be immediately identifiable. It is therefore required that any item that obscures the face be removed whilst within the college site. It is also important that dress be appropriate in terms of being modest in our learning and teaching environment.

## Incidents/Accidents

Hirers are advised to have their own first aid kit with them and a trained first aider wherever possible. There is a usually a trained First Aider on site, please contact the premises officer in the first instance.

All incidents/accidents must be reported to the Premises Officer and an accident form completed.

If the emergency services are called to the site, the Premises Officer must be informed immediately. The mobile number is: 07538 589314

## Political Parties & Religious Organisations

Political parties and religious organisations who hire with the LAT where approved by the governors committee will be subject to the following regulations in order to ensure that the college remains neutral.

1. All activities shall be restricted to private and social events, (e.g. discussion groups, committee meetings).
2. No public meetings shall be held except under the existing regulations of the education committee concerning the hire and use of the school premises.
3. No propaganda shall be displayed or distributed within the college precincts and grounds to the members of the public or other students in the college.
4. No attempt shall be made within the college to recruit membership.
5. The premises shall not be hired to the following organisations: The National Front, The New National Front, The British Constitutional Movement, The British Movement, The League of St George, Column 88, The British Democratic Society, The British National Party and any other organisation which has racist aims.
6. The college may cancel any hiring if in its opinion the organisation for which the premises are hired has racist policies, regardless of the stated reason for hiring the building. In such an event, the council shall incur no liability to the hirer whatsoever, other than the return of the fee paid in respect of such cancelled engagement.
7. The principal shall have the right to suspend for the time being from affiliation, any religious or political association considered in breach of these regulations, the suspension to be confirmed or otherwise by the governors committee, subject to the right of appeal.
8. In respect of the above regulations with regard to the affiliation of the political and religious associations, the interpretation of the principal shall have full authority, subject to the right of any such organisation to appeal to the chairman/vice-chairman in the event of disagreement.

## Emergency Evacuation Procedures

### What Happens If A Fire Is Discovered?

If you discover a fire you should immediately operate the nearest fire alarm by breaking the glass.

If safe to do so, call the fire brigade on 999 and report the fire giving the address as Beauchamp College, Ridgeway, Oadby, Leicester, LE2 5TP.

### What Happens When The Fire Bell Sounds?

When you hear a continuous ringing of the bell, you should leave the college building **by the nearest exit** as quickly and calmly as possible.

Do **not** re-enter the college building on the way to the assembly point

Do **not** take your possessions with you

Do **not** use lifts

Do **not** attempt to put out the fire

If you are unable to leave the building without assistance, make your way to the top of the English stairs (near the Parker Centre) in the main building or the top of the stairs in the ALC, where you will find a refuge phone. The phone is the direct link to the alarm panel, which will enable you to notify the premises officer on duty that you require assistance in leaving the building.

### Where Do I Go?

You assemble on the visitors' car park at the front of the college. (Map on page 7)

### What Do I Do When I Get There?

Find your tutor/group leader and wait for further instructions. Do not leave the assembly area.

### When Can I Go Back Inside?

You will be allowed back inside as soon as the buildings have been checked and it is safe to re-enter.

You **must** wait for the all clear from the Premises Officer.

The registers or lists of persons attending groups will be required at the assembly point. The tutor or group leader is responsible for ensuring this information is given to the premises officer as a soon as possible, confirming all persons are accounted for.

**In the event of an emergency the premises officer can be contacted on the site mobile 07538 589314**

## **Emergency Evacuation Procedures after 3pm, Evenings, Weekends, Holidays & During school Closure Periods**

The college has a pager system and in an event of a problem the pager will sound and also identify where the activation is. There is a short delay to allow staff to investigate and to minimise disruption if possible. The system is monitored by Guardian Regent Security who will contact the Emergency Services if the alarm is activated following the delay.

### **1. What Happens If A Fire Is Discovered?**

If you discover a fire you should immediately operate the nearest alarm call point by breaking the glass.

### **2. What Happens When The Fire Bell Is Activated?**

The alarm is a continuous ring or in certain new areas of the college a continuous siren. All occupants should evacuate the building by the nearest exit as quickly and calmly as possible. Follow the exit instructions that are displayed in your area and make your way to the assembly point.

The premises staff will determine, as quickly as possible the nature of the emergency and take action as necessary, including telephoning the Emergency Services if required. The premises staff will meet the Emergency Services on site when they arrive and give any instructions needed.

During closure periods there is a Premises Officer who lives in the college house opposite the college who will respond to emergencies.

### **3. Assembly Area**

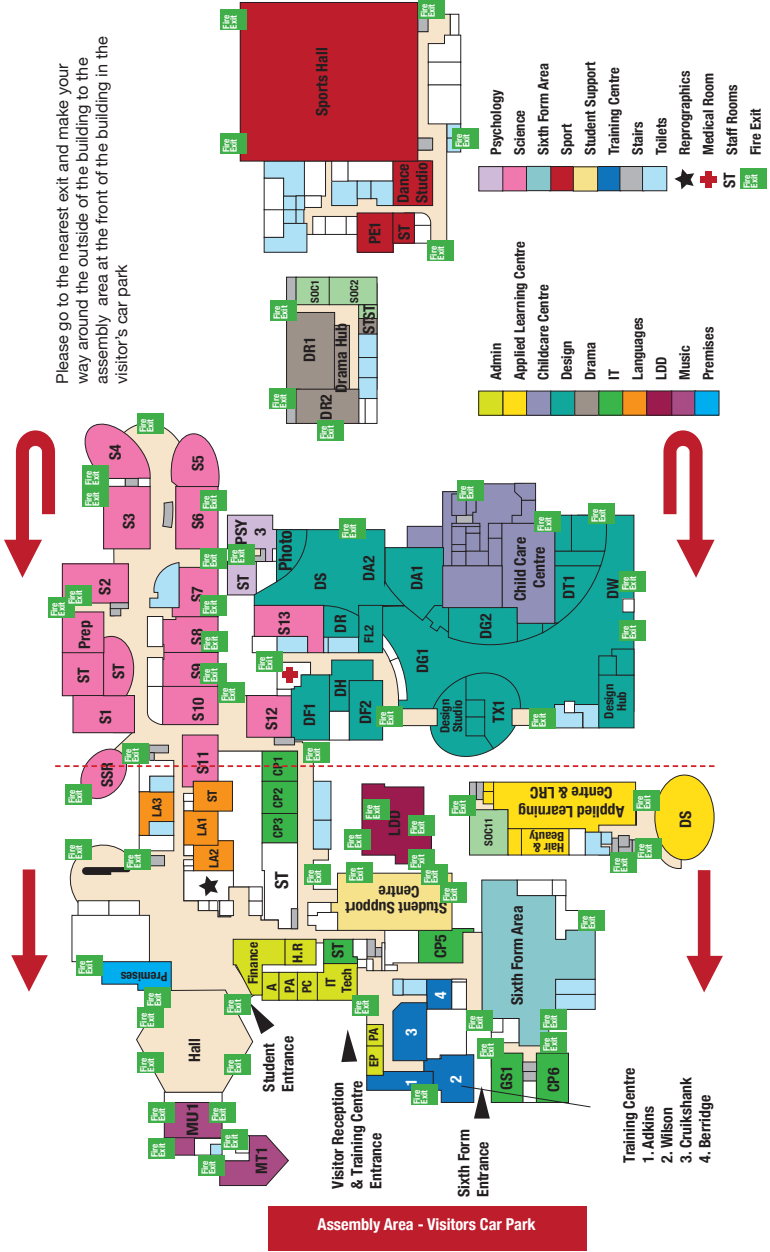
Everyone should assemble at the fire evacuation point to register while the building is being checked.

Staff on duty will give the all clear to re-enter the building.



# Evacuation Map - after 3pm & Weekends

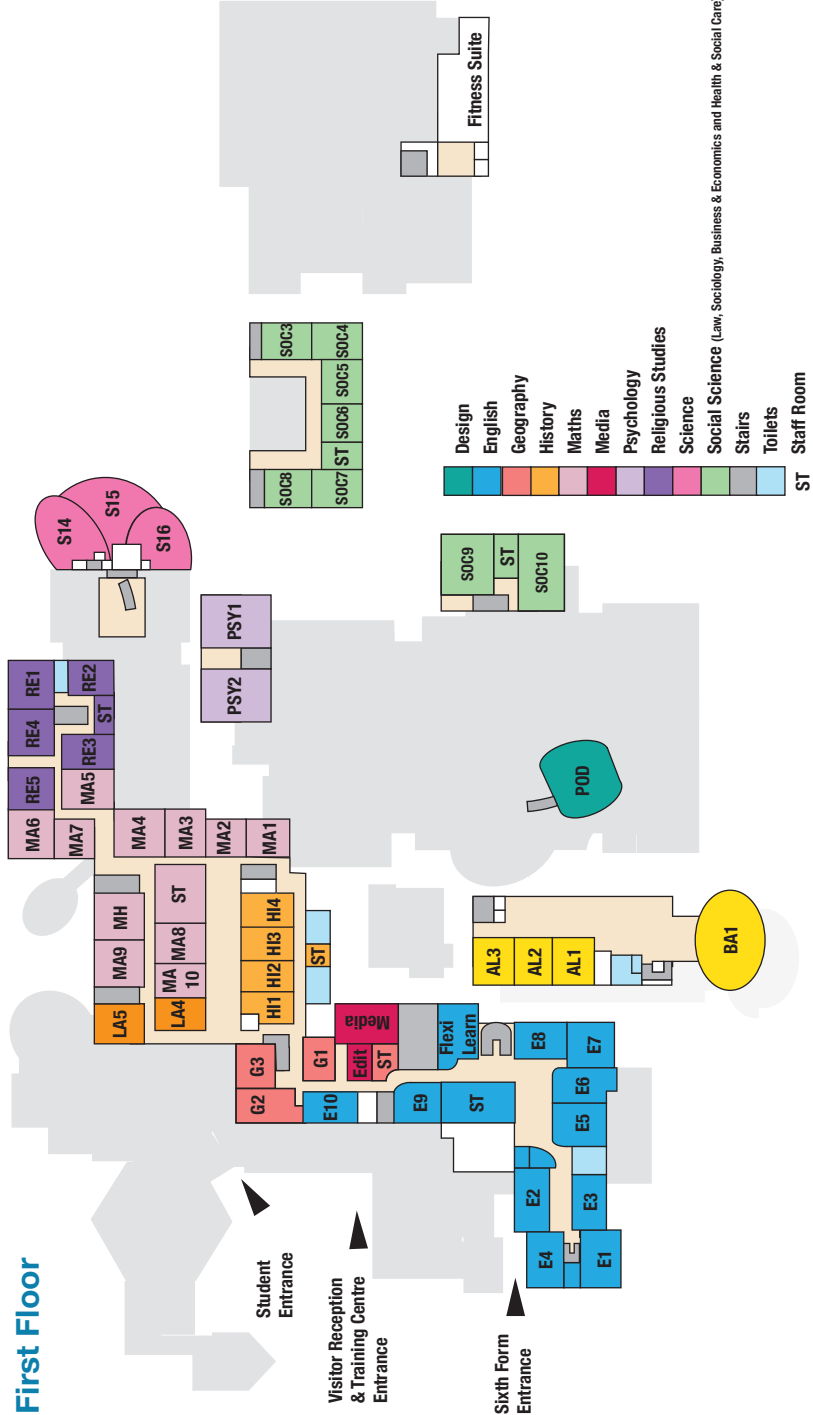
Please go to the nearest exit and make your way around the outside of the building to the assembly area at the front of the building in the visitor's car park



# Ground Floor



# First Floor



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# Beauchamp College

Ridgeway, Oadby  
Leicester, LE2 5TP

**Tel: 0116 272 9100**  
**Lettings 0116 2729122**

**[Beauchamp.org.uk](http://Beauchamp.org.uk)**

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