



# **BOOKING INFORMATION FOR HIRING THE LAKES SCHOOL FACILITIES**

## **WELCOME TO THE LAKES SCHOOL**

Welcome to The Lakes School and its facilities.  
We trust that your letting and the amenities that you use are to your satisfaction.  
Your comments are always welcome.

The Lakes School is situated at Troutbeck Bridge, Windermere, just off the A591. It was built in 1965 from the amalgamation of three previous schools. It stands in its own extensive grounds with car parking facilities for approximately 200 cars.

The school has a large hall which can accommodate up to 500 people, a dining hall, a performing arts studio, a library plus many other rooms which may be available for letting. The sports facilities consist of a large sports hall which can be used for many indoor activities. There are rugby pitches, football pitches, an all weather pitch, cricket pitch, rounders square and tennis courts. The grounds have also been used for other activities such as a fun day, autumn fair, cub's sports etc. The school is very committed to the use of the school by the local community.

The main school hall has tiered retractable seating and individual comfortable chairs. Facilities for the disabled include access ramps, toilets and an induction loop.

Limited catering facilities can be provided.

The Lakes School is a **NON SMOKING** site.

In certain circumstances for events where children and adults are appropriately segregated the school may allow the hirer to solicit appropriate permissions for the sale and consumption of alcoholic beverages.

The event organiser is asked to ensure that activities do not over-run their booked time and that the building is left clean and tidy for the next group. If your event over-runs the time booked please see the duty Site Manager for his assistance. Unfortunately, extra hours will incur an additional charge as staff do have to be paid overtime.

We recommend that you or your organisation be adequately covered for accidental damage to both personnel and property.

If for any reason the school can not accommodate your letting once it has been confirmed, we will give as much notice as possible and refund any money due to you. However we can not be held responsible for any losses incurred.

Please read the Schedule of Conditions of Use.

For further information about the school facilities or to book please contact Mrs Diane Buxton at The Lakes School on 015394 40810 or email [diane.buxton@lakes.cumbria.sch.uk](mailto:diane.buxton@lakes.cumbria.sch.uk)

The out of school hours emergency contact mobile number is 07572212275 or email both Mr John Seed, [john.seed@lakes.cumbria.sch.uk](mailto:john.seed@lakes.cumbria.sch.uk) and Mr Darren Isaac, [darren.isaac@lakes.cumbria.sch.uk](mailto:darren.isaac@lakes.cumbria.sch.uk)

## Lettings Policy – Purpose

- To promote maximum usage of school facilities throughout the year for school and community benefit;
- To provide additional income for the school to improve facilities and services.

When lettings are organised, the importance of both of these aspects should be considered as a tension could arise between them.

### Implementation

For outside organisations there shall be three levels of priority and charge:

**Priority lettings** (costs may be waived or charged at marginal rates at the discretion of the Headteacher)

- Meetings or events organised by The Lakes School and individuals, groups or organisations *working on behalf of the school* eg. FOTLS
- Groups, organisations or individuals with charitable aims holding a fund raising event *for the benefit of the school*
- Groups, organisations or individuals with educational aims *that will directly benefit the school.*

**Mid-priority lettings** (community rental)

- Groups, organisations or individuals providing a service to the school or community with charitable aims and purposes
- Public services such as Health, Social services or employment agencies providing a local service

**Non-priority lettings** (reference commercial rates – definitely no lower than community rate)

- Groups, organisations or individuals providing a service to the school or community with business aims
- Groups, organisations or individuals who will benefit from the letting with little or no obvious benefit to the school or community

*Letting rates are available from the lettings officer.*

### Reason for refusal

- Any group, organisation or individual whose presence or whose aims stated or implied, would conflict with the ethos of the school
- Any group, organisation or individual whose presence or whose aims would conflict with school policies on, for example, race and equal opportunities
- Any group, organisation or individual not able or willing to comply with health and safety legislation and requirements relating to the letting

### Administration

- All lettings should be passed through the lettings officer to ensure the correct paperwork is in place.
- Booking form must be completed and returned – available from lettings officer.

- Where a reduced rate is being considered, this must be in direct liaison with the Headteacher and the following factors must be taken into account:
  - a) All letting must cover all additional costs to the school (cleaning, site management, utilities) arising from that letting, or have specific funding so that costs are covered.
  - b) If a community activity based at the school is making a profit after costs, a reduced rate letting must not subsidise that profit.
  - c) Any reduced rates applied to start up activities should have an agreed end date by which time the new activity should be sustainable.
  - d) Reductions on lettings charges should be determined by the Headteacher or their nominated deputy and the reason(s) for the reduced charges documented.
  - e) Wherever possible, reduced rates should be supported by other funding (eg. grants or donations).
  - f) A deposit may be charged at the discretion of the lettings officer
  - g) Fees for cancelled individual lettings may be payable against the following scheme:
  - h) More than two months in advance: no charge
  - i) Between two months and two weeks: 50% is payable
  - j) Between two weeks and 24 hours: 75% will be payable
  - k) Less than 24 hours: the full amount is payable.
- Any costs for licensing, planning permission, unusual cleaning (including additional litter picking), unusual energy or water usage or damage must be paid for by the user.

**The final decision about lettings rests with the Headteacher.**

## **SCHEDULE OF CONDITIONS OF USE**

1. Your event must conform to the detail of The Lakes School Health and Safety Policy (a copy is available upon request). This policy includes the operation of a single Accident Book for all incidents. Any occurrence that involves persons being injured should be reported to a member of The Lakes School staff and immediately recorded in the Accident Book.
2. Fire Precaution and Evacuation Procedures.  
Your risk assessment in respect of the danger of fire should define whether you have an accurate roll-call of delegates or your event is more public in nature. If it is the latter your risk assessment must include the appointment of nominated fire marshals who have been briefed in their responsibility to assist in and confirm the optimum evacuation of the building. On discovering fire the nearest break-glass should be activated and the entire building should be evacuated when the alarm sounds. The fire brigade should be summoned by dialing 9 999 from any telephone in school. Your procedures should enable you to establish that the building has been fully evacuated. Only when a responsible person or the Fire Officer in charge has established a false alarm or that the building is safe should you and your party re-enter the premises.
3. All reasonable requests/instructions from The Lakes School staff on duty must be adhered to.
4. The Lakes School staff on duty have the right to vet your risk assessments for any activity that you engage in during your letting. Health and Safety is a matter of common sense but you have a duty to draft risk assessments for individual activities. You should take into account the layout of the buildings of The Lakes School, movement of vehicles on the site and the number of people that you expect to attend. The age profile and realistic assessment of the needs of you group must be taken into account; children must be supervised at all times. Your attention is particularly drawn to the pond in the courtyard to the south of the school hall. The Lakes School staff on duty have the right to suspend or cancel any event/activity if they disagree with your risk assessment.
5. The Lakes School is a non smoking site.

6. No access to non booked areas, including corridors.
7. The hirer must report to The Lakes School duty staff on arrival.
8. Other than viewing visits, there is no access to The Lakes School Campus when normal school and/or exams are in session.
9. No sub-lettings of any kind.
10. Cash gratuities are forbidden.  
A copy The Lakes School's policy on gratuities is available from the lettings officer.
11. No subsidiary commercial activity/sponsorship without the agreement, in writing, from the Lettings officer.
12. Photocopies of appropriate insurance must be lodged with the Lettings officer at least one week before the event takes place.
13. The Lakes School telephone number should not be published or distributed in any format whatsoever.
14. The hirer shall not use the premises for any purpose other than that stated on the application form, unless they have agreement, in writing, from The Lakes School.
15. The hirer shall not use the premises for a longer time than stated on the application form, unless they have agreement, in writing, from The Lakes School.
16. The hirer shall indemnify the Lakes School from any claims or demands resulting from the use of the premises by the hirer.
17. The hirer shall not erect any banners or flags, move furniture, interfere with any electrical fittings or bring specialist stage equipment in, without the prior consent, in writing, from The Lakes School.
18. The hirer shall be responsible for any damage or loss caused by their hiring of the premises.
19. An authorised person of The Lakes School may enter the premises during the period of hire to check that the conditions of the letting are observed.
20. If any disturbance or damage takes place or looks likely to take place, the letting may be terminated and the premises must be vacated immediately.
21. Where the hirers have asked permission of The Lakes School and acquired an appropriate license, then alcohol may be sold and consumed. Alcoholic beverages not sold or consumed under the auspices of such licensing arrangements are expressly forbidden on the site.
22. The hirer shall be responsible for the fees of copyright and any other requirements for anything performed on the premises. The hirer shall indemnify The Lakes School from any costs arising from fees not paid by the hirer.
23. The Lakes School has the right to refuse admission of any person to the premises or ask any person to leave.
24. The Lakes School reserves the right to cancel, interrupt or terminate the letting where such course of action is felt to be necessary. In such event The Lakes School shall not be responsible for any cost or loss which may be incurred by the hirer as a result.
25. Invoices should be paid in full within 30 days of issue

# APPLICATION FORM FOR HIRING OF FACILITIES

AT THE LAKES SCHOOL, TROUTBECK BRIDGE, WINDERMERE, CUMBRIA. LA23 1HW

Name of Hirer \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel No \_\_\_\_\_

email \_\_\_\_\_

I, on behalf of the above, wish to apply to The Lakes School for permission to use the premises for the purpose of \_\_\_\_\_

Type of event \_\_\_\_\_

Rooms/grounds/facilities required \_\_\_\_\_

\_\_\_\_\_

Date required \_\_\_\_\_

Times required \_\_\_\_\_

Additional facilities required \_\_\_\_\_

\_\_\_\_\_

I agree to abide by the conditions of use set out in the schedule

Signed \_\_\_\_\_

Date \_\_\_\_\_

On behalf of \_\_\_\_\_

(Name of Organisation)

## THE LAKES SCHOOL

	<b>Community Rate</b>	<b>Commercial Rate</b>
<b>School Hall</b> (to include seating if required)	£50 per hour	£75 per hour
<b>Dining Hall</b>	£50 per hour	£75 per hour
<b>Hall + Dining Hall</b>	£75 per hour	£112.50 per hour
<b>Performing Arts Centre</b>	£25 per hour	£37.50 per hour
<b>Library</b>	£25 per hour	£37.50 per hour
<b>Classroom</b>	£12 per hour	£18 per hour
<b>Drama Room</b>	£15 per hour	£22.50 per hour
<b>School Grounds</b>	Use of school grounds start from £500 per day	

All bookings must be made directly with Mrs Buxton, the Lettings Officer

Car parking is available at the front and back of the school.

## ROOM PLANS

Please let us have details of your requirements and a plan of how you would like the

Hall set out before your event so we can get it ready for you.

## **SITE MANAGER**

There is a site manager on duty throughout the day until 10pm.

Any bookings that exceed 10pm will incur an additional cost of £7.50 per half hour.

Any damage will be charged separately at full replacement cost.

## **SPORTS FACILITIES**

Sports Hall	£30 per hour
Cricket Square	£30 per game including changing facilities
Rugby/Football	£30 per game including changing facilities
Tennis Court	£10 per hour/per court

## **SPORTS PITCH**

<b>ADULTS</b>	<b>FULL PITCH</b>	<b>HALF PITCH</b>
With Floodlights	£50.00 per hour	£30.00
Without Floodlights	£45.00 per hour	£25.00
 (Under 16 and/or organised school - youth groups)		
<b>JUNIORS</b>	<b>FULL PITCH</b>	<b>HALF PITCH</b>
With Floodlights	£40.00 per hour	£25.00 per hour
Without Floodlights	£35.00 per hour	£20.00 per hour

All bookings must be made directly with Mrs Diane Buxton, the Lettings Officer

The facility will be available for community use as follows:

Weekdays	5.00pm - 10.00pm
Saturday/Sunday	9.00am - 5.00pm

VAT is charged on lettings of sports facilities.

Personal equipment such as balls and rackets are not provided by The Lakes School.

