



## **COURTLAND PRIMARY SCHOOL**

“Everybody can be Somebody”

Headteacher : Miss Lisa Walker  
Licensing Manager : Mr D.Michael Rose

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### **LICENSING OF SCHOOL PREMISES FOR COMMUNITY USE**

#### **INFORMATION FOR POTENTIAL LICENSEES**

**Subject to Contract**

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#### **PREMISES AVAILABLE FOR LICENSED USE**

- Unit 1. The School Assembly Hall (approx.11 x 16 sq. metres)**
- Unit 2. Conference Room (approx 14 x 4 sq. metres)**
- Unit 3. The School Playground (approx 21 x 40 sq. metres at widest point)**
- Unit 4. The School Sports Field (approx 56 x 80 sq metres)**

#### **AVAILABILITY FOR BOOKING**

**During School Term : 5. 00 p.m. to 11. 00 p.m.**  
**During School Holidays : 10. 00 a.m. to 11. 00 p.m.**

**Note : The dates of present and future school terms and half terms, where known, are to be found on the School’s web-site. Conflicting school activities must take priority over booking availability, even during the booking times set out above.**

#### **LICENCE FEES**

- Unit 1. £45 per hour. Minimum of 2 hours.**
- Unit 2. £40 per hour. Minimum of 2.5 hours.**
- Unit 3. £35 per hour. Minimum of 3 hours.**
- Unit 4. £35 per hour. Minimum of 2.5 hours.**

**ADD for Saturdays, Sundays, Bank Holidays, and bookings after 5. 00 p.m. an extra £5 per hour.**

**ADD in every case 7. 35 % of total licence fee for a compulsory public liability (hirers) insurance charge required by Barnet Council, UNLESS the Licensee can satisfy the school that the Licensee already has cover to the extent required by Barnet for the Licence Period..**

### **DEPOSIT.**

A deposit of £50 per session is required at time of booking, as security against cancellation by the Licensee and, if the Event takes place, against damage to school premises or effects. It will NOT therefore be deducted from the Licence Fee.

If notice of cancellation is given by the Licensee no later than 72 hours before commencement of Licence Period any other sums, apart from the Deposit, paid in advance by the Licensee will be refunded. The School may also cancel within the same Cancellation Period if it reasonably considers there are exceptional circumstances which make this necessary or desirable, in which case all sums paid in advance by the Licensee, including the Deposit, will be refunded in full.

If the Event takes place, the Deposit less any reasonable deduction for breakages or damage to school premises or effects or for cleaning will be refunded to the Licensee within 10 days thereafter.

### **VALUE ADDED TAX**

In most cases no VAT will be payable as licensing of school premises is exempt from VAT. However, in the unlikely event that VAT is to be charged by the School, you will be notified in advance before the booking is accepted, and a VAT Invoice will be sent to you at the appropriate time.

### **CONTRACT TERMS AND CONDITIONS**

These are set out in a pro forma Contract (Licence Agreement) available from the School's Licensing Manager on request. A copy of the standard terms is also to be found on the School's website via the link entitled "Lettings"

A formal Contract will be sent to the Licensee in duplicate for signature and return to the School with a cheque for the Deposit at the time of booking. This Contract will contain all the booking terms and conditions to be considered by the Licensee before making the booking, and the Licensee should take advice on any of the contents about which they may feel uncertain. Please see the "Booking Procedure" below.

No booking is to be regarded as accepted or contract entered into until both parts of the Contract have been signed in duplicate by all parties and exchanged.

### **STATUTORY REGULATIONS**

It will be up to you to comply with all health and safety and other statutory regulations relating to your activities on the school's premises, and to obtain at your own expense any entertainment licence, liquor licence, gaming licence and/or copyright licence which may be required for your permitted activity. Your event is to be private, by invitation only, and no members of the public are to be admitted unless expressly otherwise agreed.

### **CONTACT DETAILS**

Requests for further information and bookings should be directed in the first instance to the School Secretary (020 8959 3274), who will provide the then current contact details of the School's Licensing Manager (or his Deputy). The present Licensing Manager is Mr. D.Michael Rose, one of the School Governors. Any complaints should be routed through him to the Governing Body and Head Teacher.

### **ADDITIONAL FACILITIES**

The following are available in case of Units 1 and 2 (mostly at no extra charge) but only by prior express contractual arrangement

- Toilets
- School Car Park (17 spaces including one for disabled)
- Rights of way by specified access route only
- Approx 100 Chairs in Assembly Hall
- Trestle Tables
- Table and chairs in conference room (unit2)
- Limited Use of Kitchen Facilities and/or Pantry
- Tea and Coffee Making Equipment with cups and saucers, and glasses for drinking water
- Central heating from 1<sup>st</sup> October to 30 April only.
- Bicycle Shelter
- Piano

Toilet and car park facilities MAY also be provided by arrangement in the case of Units 3 and 4.

### **BOOKING PROCEDURE**

Bookings should be provisionally arranged in the first instance with the School's Licensing Manager by telephone or e-mail correspondence. When he has all relevant information he will prepare and send two copies of the Contract to the Licensee for the latter to sign and return with a cheque for the Deposit, which will constitute the booking application. Only after that when one of the duplicate copies of the Contract has been signed on behalf of the School and sent to the Licensee will the booking be confirmed and the Contract come into existence. The balance of the amount payable will be invoiced for payment at least 10 days in advance.

### **RESPONSIBLE ADULT**

The Licensee is required to nominate a Responsible Adult who must be present and in charge of the event on behalf of the Licensee throughout the whole of the Licence Period, and jointly liable with the Licensee for any default, and who must countersign the Contract. However, the Licensee and the Responsible Adult may be one and the same person.

### **ARRIVAL AND DEPARTURE**

It is advisable, when fixing the Licence Period, to make due allowance for time likely to be spent on arrival, set-up, assembly, clear-up and departure, all of which will be included in the Licence Period.

### **QUESTIONS**

The Licensing Manager will be pleased to answer any questions and provide any information requested about the matter (see Contact Details above)

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