

ST. ANNE'S CATHOLIC HIGH SCHOOL FOR GIRLS



LETTINGS POLICY

Spring 2025

Next Review: Spring 2027

Resources & Personnel (inc. Premises) Committee

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MISSION STATEMENT

St. Anne's Catholic High School for Girls will offer a positive presence in Enfield with a comprehensive curriculum, equipping students with the ability to meet the challenges of the 21st Century confidently and with high spiritual and moral standards.

We recognise that students, parents, staff and governors make up the school's community, which will continually self-evaluate to improve itself effectively and efficiently in all aspects of its growth.

We are a fully inclusive, Catholic girl's secondary school meeting high academic standards, promoting spirituality, pastoral care and the Catholic community.

We recognise in all our relationships the dignity and value of each person showing one another mutual acceptance and respect.

'Act justly, love tenderly, walk humbly with your God.'

Introduction

1. The Governing Body of St. Anne's Catholic High School for Girls (the "School") is of the view that schools are a valuable community resource. They are, therefore, committed to making every reasonable effort to ensure that the school premises (buildings and grounds) are available for the benefit of the local community. In keeping with the Extended Services' Agenda the School will give priority to the use of premises for educational objectives.
2. The Governing Body is also committed to increasing income streams for the benefit of teaching and learning.
3. The hiring of school premises is under the control of the Governing Body. This policy sets out the facilities available and the charging schedule sets out the charges.
4. The Governing Body has delegated responsibility for lettings to the Headteacher. Where the Headteacher has any concerns about a particular request for a letting, the matter will be raised with the Chair of Governors. The Headteacher has delegated operational matters to the School Business Leader.
5. The policy has been revised in light of the Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR). The Data Protection Officer at the London Borough of Enfield has contributed to the production of this policy and is involved in every review.
6. This policy is reviewed every three (3) years by the School Leadership Team and is then ratified by the Governing Body.

Policy

7. A letting is defined as the use of school premises during school hours, evenings, weekends and school holidays.
8. This policy aims to:
 - i. ensure that the use of school premises and facilities is effectively co-ordinated and managed
 - ii. prioritise events that will enhance the school's mission statement and ethos
 - iii. promote the use of school premises by the wider community
 - iv. give priority for established community providers of services for young people
 - v. ensure a range of activities for young people

Available Accommodation

9. The following may be available:

Enfield Site	Palmers Green Site
<ul style="list-style-type: none">• classrooms• hall• dining hall	<ul style="list-style-type: none">• classrooms• hall• drama room• gymnasium• Sixth Form Centre• field• chapel• netball/tennis court

Third Party Organisers

10. The School reserves the right to use Third Party Organisers (e.g. an Agent¹ or organiser) in the discharge of the hiring function.
11. Any third party organisation employed by the School, must ensure that any hire made on behalf of the School abides by the terms and conditions within this policy. Duly, any departure would require formal written approval from the School and held on file.
12. Any third party organisation will recognise that the School is subject to legal duties which may require the release of information under Freedom of Information Act 2000 or any Other Information Law or any subsequent amendment thereto and that the School may be under an obligation to provide information on request. Such information may include matters relating to, arising out of or under any agency agreement. The third-party organisation shall throughout the agreement period and beyond:
- give such assistance and provide such information to the School as will be reasonably necessary to facilitate compliance by the School with any of its statutory disclosure of information obligations
 - shall indemnify the School for any costs that the School incurs, including but not limited to external legal costs, in seeking to maintain the withholding of information arising out of or under any agreement in any way that the third-party organisation wishes it to withhold, including but not limited to responding to information notices or lodging appeals against a decision of the Information Commissioner in relation to disclosure.

¹ An Agent is commonly defined as one who acts on the principal's behalf, either expressly or impliedly, to negotiate or set up a deal with a third party, with a view to the Agent then exiting the situation. Clarity of terms: Agent is a party who has legal authority

to act on someone else's behalf; Principle is the party who gives authority to another party to act on their behalf; and a Third party (or potentially another Principal) is the party whom the Agent contracts with on behalf of the principal.
<https://www.saunders.co.uk/news/common-law/>

13. In any event the School shall not be liable for any loss, damage, harm or other detriment however caused arising from the disclosure of any Exempt Information or other information relating to this any agreement under Freedom of Information Act 2000 or Other Information Law.

Scale of Charges

14. The School's Schedule of Charges will:
 - i. charge statutory, voluntary and community sector organisations a rate which takes into account the fact that additional staffing and cleaning will be required and there will be additional energy use
 - ii. charge commercial private organisations at cost plus a profit margin
15. The published charges are reviewed annually and shown at Annex A. Published charges are exclusive of VAT. Some lettings are liable to VAT.
16. The School reserves the right to vary the hire charges at any time, and may rebate charges in certain circumstances. In such circumstances the School shall endeavour to provide at least seven (7) days' notice to the Hirer.
17. The total hire charge shall normally be paid at least 28 days prior to the date of hire. In the event of an application being made less than 28 days prior to the date of hire, payment in full must accompany the completed "Application to Hire" Form (Annex B).
18. The preferred method of payment is online or bank transfer. Cheques are accepted and made payable to "St Anne's Catholic High School for Girls" and will not be effective as payment until cleared or cashed. The School will confirm booking. Cash will not be accepted unless paid directly into the Finance Office.
19. Hirers making regular weekly repeat bookings are required to pay the first two (2) weeks 28 days before the initial booking and then weekly thereafter until the full booking is paid.
20. Hirers who block book throughout the year will take priority over any ad-hoc bookings. Vacant spaces where hirers wish to take a break will not be held. All bookings are taken on a first come first served basis.
21. Notwithstanding the above, the School reserves the right to demand payment of the total hire charge at any time if it considers that the circumstances so warrant.
22. The period of hire includes the time required by the hirer to prepare the premises for the purpose of the hire and to clear and clean up afterwards.
23. The School reserves the right to require:

- i. a returnable deposit of up to £250 on lettings up to a value of £500 and on larger bookings which may in the first instance be charged against additional costs or claims under the terms of this policy
 - ii. the advance payments of two (2) weeks for repeat bookings may be treated as a deposit sum for those lettings.
24. The School reserves the right to deduct costs, losses and any additional charges under this policy from this deposit which will otherwise be returned after the letting.

Such deductions will not limit the total additional levy or claim on the hirer in the event of this exceeding the total of the deposit.

25. A late fee shall be payable in respect of each hour or part of an hour during which the premises are used by the Hirer after the finishing time stipulated in the "Application to Hire" form.

Terms and Conditions

26. The following terms and conditions will apply to school lets irrespective of whether the let has been administered by the School or any third-party organisation.

Introduction

- a. Use of school premises for a letting must be agreed in advance by both the hirer and the School. Applicants must complete the "Application for Hire" form (Annex B). A letting is only confirmed when the school (or third-party organisation) has signed and returned the lettings form to the applicant.
- b. Applications must be signed by such person or persons who are able and willing to accept personal responsibility for the observance of the conditions of hire and not by any agent or intermediary excepting only the duly authorised officer of any organisation proposing to use the accommodation. Duly, it is the hirer's responsibility to manage and control the letting, related admission to the site and attendees to ensure:
 - i. safety and good order
 - ii. no damage is done to the premises
 - iii. no nuisance or annoyance is caused to other users or neighbours
- c. The hirer must be at least 18 years old.
- d. The hirer shall not use the premises for any purpose other than that described on the "Application for Hire" form and may not be sub-let.
- e. Hirers must not exceed the maximum numbers prescribed by the school as part of its commitment to health and safety. Maximum numbers can

be advised when the nature of the hire is known.

- f. It is the hirer's responsibility to ensure that during the letting the premises are not used for any unlawful purpose or in any unlawful way.
- g. The only acts of worship that can take place are Catholic, and at the discretion of the Governing Body on a case by case basis. The School reserves the right, at its sole discretion, at any time to refuse or cancel lettings which it deems not suitable, that are incompatible in the view of the school with its duty to actively promote the fundamental British values of democracy, the Rule of Law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs or for any other reason.
- h. There will be occasions when the School needs to change or cancel lettings because of clashes with school events or activities, sometimes at short notice. The School will endeavour to avoid such changes as far as possible but reserves the right at its discretion to do so.

Operating hours

- i. The hirer must comply with all licensing and other legal requirements. The premises are subject to a *premises operating licence* which permits normal usage between 08:00 - 22:00 hours on weekdays and from 08:00 -18:00 at weekends.
- j. Use for lettings purposes is not normally permitted before 18:00 on school days. However, the School premises *may*, potentially, be available for let during term time, including Saturdays. It *may* also be available during school holidays, with the exception of the Christmas and New Year Break.
- k. School consent is required by the School Business Leader for lettings outside normal operating hours. A letting will not usually be permitted beyond 11pm, however:
 - i. exceptionally they may be available later at weekends
 - ii. Sunday will be considered on a case-by-case basis
 - iii. A let may require application for and receipt of a special temporary licence for the event. It is the hirer's responsibility to pay for and obtain any such licence, having obtained the school's agreement to the application. There may be additional charges or higher rates applicable for such usage
- l. Hirers must ensure they have booked a sufficient time to allow for set up and restoring the premises after the letting. They are responsible for informing all attendees of the time of the event and in particular the time by which they must be off site. **Additional charges will be made for failing to leave the site on time.**

Management of the site

- m. The School will provide site staff to open and manage the site overall. They will inform hirers of the locations of toilets, the accommodation for the letting and the access routes to be used and also of any specific requirements or problems at the time of the letting. They are responsible for the overall supervision of fire or any other emergency evacuation of the site. They are also trained to provide basic emergency first aid support in case of need and to summon the emergency services as necessary. **Hirers should report to the site staff on arrival** and ensure they know how to contact them in case of need for advice or help.
- n. Site staff are responsible for monitoring the compliance of hirers with the terms of the letting. Hirers must comply with the instructions of site staff. Site staff have authority to terminate lettings in the event of serious breaches of the terms of letting.

Access and egress from the site (inc. emergency evacuation)

- o. The normal entrance for lettings is via
 - i. Enfield site = community entrance from the car park entered via Chalkwell Park Avenue, EN1 2AL
 - ii. Palmers Green site = community entrance from the car park off Oakthorpe Road, N13 5TY
- p. Unless other arrangements have been agreed in advance by the School in writing, hirers and their attendees should enter and leave the site via the community entrance from the car park.
- q. Car parking on site is subject to the School's discretion and subject to availability at the time which is not guaranteed. Any agreed usage is normally available for the period of the letting only and subject to parking only in the marked bays and obeying speed restrictions, disability only bays and other requirements as may be imposed.
- r. Hirers and their attendees must have regard for neighbours and other site users, not enter other parts of the premises and not make undue noise or nuisance whilst entering, during the event or activity or when leaving.

Accessibility

- s. The School's premises are generally accessible. Hirers should consult with the school in advance on the specific needs of known disability attendees so that appropriate arrangements can be planned particularly in relation to emergency evacuation. This may incur further charges.

Equipment, set up and restoring and cleaning areas

- t. The School takes no responsibility for loss or damage to equipment, vehicles or other belongings brought by hirers or their attendees to the site. Hirers are responsible for communicating this to their attendees.
- u. There is normally no storage on site for equipment and materials related to lettings and hirers should not expect to be able to leave such resources on site or leave vehicles on site before or after events unless there has been specific exceptional arrangements agreed in advance and confirmed in writing by the School. The School reserves the right to remove or dispose of items otherwise left on site and to charge any costs of such action to the hirer.
- v. Tables and chairs (and goals and hoops etc. for sports activities) are normally available for lettings purposes as part of the letting charge but, unless otherwise agreed and confirmed in writing by the School in advance, the hirers are normally responsible for the setup of areas for their use and for restoring the area to the condition in which it was found after the letting.
- w. Hirers are expected to sweep and remove litter from the areas used as necessary and mop any spillages. The School reserves the right to levy additional charges in the event of failure to comply with these requirements and persistent failures may jeopardise future lettings.
- x. If hirers require other facilities or resources, these may available for an additional charge to be agreed in advance. The use of some specialist equipment such as lighting, sound or computer equipment may only be available under the supervision of a member of school staff for whom, there would also be an additional charge.
- y. Any equipment brought onto site by a hirer or those associated with or attending the letting must be in good working order and has been serviced, maintained and certificated in accordance with legal and good practice safety requirements. The School reserves the right to see such certification and if it considers it appropriate to test equipment before agreeing to its use. A charge for such testing may be made.
- z. No equipment or resources with a naked flame, hot work or cooking equipment may be brought onto site without the School's prior agreement in writing.

Supervision and control

- aa. Hirers are responsible for controlling access to the site and to admit only authorised attendees to their event or activity.

- bb. Hirers are required to ensure that they and those organising and supervising activities for them are competent, trained and/or qualified.
- cc. The hirer shall ensure that, where permission has been granted to enable the premises to be used for the purposes of a youth organisation:
 - i. no member of the organisation shall enter the premises unless the hirer or his representative (whose name has previously been notified to the School) is also present on the premises
 - ii. members of the organisation shall remain on the premises only so long as the hirer or his representative is present.
- dd. Hirers must provide management and supervision of the event or activity to ensure safety and good order, prevent attendees straying into other parts of the site and ensure the ability to evacuate the premises safely and completely in case of emergency. In the case of large events the School reserves the right to examine the proposed plans for management and control.
- ee. Hirers are required to ensure that music or any other performance is not liable to cause offence or nuisance in a school site environment, and that attendees do not behave in an offensive way. Site staff are instructed to request that any serious problems are remedied by the hirer including, if necessary, asking attendees to leave. In the event of non-compliance events may be terminated.

Damage to or other loss by the School

- ff. It is the hirer's responsibility not to endanger the premises in any way, to ensure the hirer has insurance to indemnify the school against damage, loss or claims of any kind arising from the letting and to ensure that the lettee nor the lettings or activities associated with it does not undermine or invalidate the insurances that the school holds.
- gg. Apart from fair wear and tear, the hirer is responsible for any damage caused to the premises or the school's equipment or resources for any other loss to the School or injury or illness to its staff or others attending its premises as a result of the action or inaction of the hirer or the attendees at the event or activity. Any claims or costs of repair or replacement will be charged to the hirer
- hh. The Hirer is responsible to pay any cost or loss to the School as a result of the hirer's failure to comply with the terms of this agreement.
- ii. The School reserves the right to terminate or cancel lettings in the event of persistent damages or loss claims against the hirer.

- jj. The hirer, his agents and any attendees at a letting attend the site at their own risk and any vehicles or other property brought onto the site is at owner's risk. The School takes no responsibility, beyond that legally required, for loss, damage or injury.

Alcohol and licensing and publicity

- kk. The School does not normally agree to the consumption of alcohol at events on the school site. Any such proposals need to be discussed and agreed in writing by the School in advance. In the event of proposals for the sale of alcohol at an event the hirer would also need to make an application at their expense to the Council for a license. The School will require proof of the license before the event takes place.

- ll. Licences are required for:

- alcohol (including any alcohol provided 'free' with the purchase of an entrance ticket)
- regulated entertainment (including plays, opera, ballet, films, indoor sports, boxing & wrestling, music and dancing, performances and participation)
- gambling (including raffles & lotteries, poker, bingo, betting and 'casino' games)
- special treatments (including massage, manicures and acupuncture)

- mm. It is the hirer's responsibility to ensure that conditions and regulations, made in respect of the premises by the Fire Authority, the Council, and the Local Magistrates Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays. Applicants proposing such activities must consult with the school before booking. They may also need performing rights copyright licenses.

- nn. The hirer shall obtain the approval of the School for any advertising or publicity material advertising the hirer's activity or activities before such material is published. No notice may be displayed in the school by the hirer without the prior approval of the School. Thereof, the hirer shall not make any public announcement of any activity or event, dependent on the hiring, unless the booking has been confirmed by the School.

- oo. Any admission tickets or other admissions documents issued in connection with the event must have the name and address of the hirer or the hiring organisation

No smoking policy

- pp. Smoking is not permitted anywhere on the site, neither in the buildings nor in the grounds.

Cancellation arrangements

- qq. The School reserves the right to cancel any letting or to vary the details of a booking where circumstances so warrant in accordance with this policy. All monies paid in respect of a booking cancelled under this condition shall be refunded to the hirer unless it is as a result of breach by the hirer of the conditions set out in this policy:
- i. In the first instance the School will use best endeavours to change (reschedule) the booking
 - ii. The School shall not be liable for any other expenditure incurred or loss sustained directly or indirectly by the hirer as a result of such cancellation/variation. All monies paid in respect of a changed booking shall also be refunded to the hirer if the hirer chooses not to proceed with the changed booking.
- rr. The hirer may cancel any booking for hire but where cancellation is:
- i. more than fourteen (14) days before the date of hire but shall be liable in such circumstances to pay an administration fee of 10% of the total hire charge:
 - ii. within fourteen (14) days of the date of hire, the hirer shall be liable to pay a cancellation fee of 25% of the total hire charge
 - iii. within seven (7) days of the date of hire the Hirer shall be liable for a cancellation fee of 50% of the total hire charge.
- In the event of a cancellation under this clause the School shall endeavour to rehire the premises and a refund of the full hire charge (minus a 10% administration fee) shall be made if the School is successful in rehiring the premises for the cancelled period of hire
- ss. Deposit payments for social functions are non-refundable following cancellation by the hirer. Deposits will only be refunded where the School has cancelled the event, after the booking has taken place and inclusive of deduction for any damages etc (if applicable).
- tt. The Governing Body will not be held responsible for any loss or other expenses incurred by the hirer in the event of a cancellation by the Governing Body because of circumstances beyond its control. The decision of the Governing Body as to whether a letting is cancelled is binding on the hirer.

Termination

- uu. In the event of the hirer failing to observe and perform any of the conditions herein the School may forthwith terminate the letting. In these circumstances the hirer shall forfeit to the School any deposit or other payments made and any payments due to be made by the hirer shall be paid and the hirer shall have no claim against the School for any damage or loss sustained or otherwise in consequence of such

termination.

Licence

- vv. Nothing herein shall operate to vest in or confer upon the hirer any tenancy of or right to exclusive possession or occupation of the premises or any part thereof nor any right, licence or liberty save such as is hereby expressly granted.
27. Any departure from the "Terms and Conditions" must be agreed with the Headteacher and/or the School Business Leader in advance.

Health and Safety

28. Hirers are responsible for ensuring that health & safety is prioritised. The School can offer advice.
29. A copy of the school fire and emergency evacuation plan applicable during lettings is at Annex C. Hirers must familiarize themselves with this and put in place arrangements to manage the safe evacuation of all their attendees in accordance with this plan if necessary:
- i. They should liaise with site staff on arrival and familiarize themselves with the emergency evacuation routes and exits relevant to the area occupied and the assembly point.
30. For any event exceeding 50 attendees, there must be a minimum of two adults (or an adult for every 100 persons or part thereof), whichever is greater, and who fully understand the emergency evacuation arrangements and can guide safe exit in event of emergency.
31. The Hirer shall not admit or permit to the premises any articles or substances of an inflammable, explosive, dangerous, noxious or offensive nature including fireworks without the previous written consent of the School.
32. ***To minimize allergic risks nuts and nut products and latex products (including balloons) are not allowed on site.***
33. There is no legal requirement for the school to provide first aid facilities. It is the responsibility of the hirer to make their own first aid arrangements, such as the provision of a first aid kit, and the provision of first aid training for supervising staff.
34. The School reserves the right to undertake or ask the hirer to undertake a risk assessment which will not be unreasonably withheld.

Insurance

35. The hirer must provide, in advance, insurance to cover Public Liability damage and other loss insurance to cover claims from attendees, organisers and others associated with or employed by the hirer and to meet claims by the

school in relation to damage, loss or injury to its employees or other users of its facilities. This insurance must provide minimum cover of £2m for accidental bodily injury or illness to a third party or accidental loss or damage to property arising from negligence of the hirer and also cover for contractual liability of the hirer up to £1,000,000.

36. The school shall not be liable for any injury loss or damage caused to the hirer or to any other person as a result of:
- any failure of or defect or want of repair in any of the fixtures, fittings, furniture, equipment or appliances belonging to the school at the accommodation; or
 - any failure of or interruption in the supply of water, gas or electricity to the accommodation; or
 - any defect or want of repair in the building of which the accommodation forms part or is the means of access thereof; or
 - any theft or malicious or accidental damage to or loss of any property of any person taken or left at the accommodation, the means of access of that or any car park annexed to that

Safeguarding and Child Protection

37. The School is dedicated to ensuring the safeguarding of its students at all times, and duly as a condition of letting, in cases where the hirer or his agents are engaged in regulated activities with children or vulnerable adults, the hirer must have child protection or vulnerable adult's protection plans.
38. All hirers must prioritise safeguarding and child protection. Regular hirers must certify they have a Safeguarding and Child Protection Policy, where persons on site are aged 18 and under.
39. If there is a chance that those hiring the premises will come into contact with pupils, for example if the hire occurs during school hours, or when pupils may be present in the school (during after school clubs or extra-curricular activities), the School will ask for confirmation that the hirers have had the appropriate level of Disclosure and Barring Service (DBS) check.
40. Notwithstanding, the School reserves the right to require the hirer to obtain DBS checks on any adult involved in the letting.

Data Protection

41. Under the Data Protection Act 2018 and UK GDPR, some of the information that the hirer supplies may be classified as personal data.
42. The School relies on the lawful bases of contract and legitimate interest. This data will be processed to fulfil the purposes for which it was collected and may be copied and securely transmitted electronically to authorised

staff/third parties (as applicable), as part of the bookings process and execution of the letting on the day (if required). The data will be stored confidentially and retained in line with the School's policy.

43. If you have any queries or requests at any time concerning your personal information held by the School or our practices in this regard, please write to: School Business Leader, St. Anne's Catholic High School for Girls, 6 Oakthorpe Rd, London, N13 5TY.

Complaints

44. If a hirer, or potential hirer, has a particular complaint about the service they should approach the School Business Leader who will advise on the procedure to be followed; email finance@st-annes.enfield.sch.uk.

Links with other Policies

- Health and Safety Policy
- Risk Management Policy
- Data Protection Policy
- Safeguarding and Child Protection Policy
- Complaints Policy

Modification history

Version	Date	Description	Revision Author
0.1	Spring 2021		
0.2	Spring 2023	Revised charges	L Boodram
0.3	Spring 2023		S Watson
0.4	Spring 2025	Changes to job titles and site names. Added new Schedule of Charges	P Quinn



ST. ANNE'S CATHOLIC HIGH SCHOOL FOR GIRLS

Schedule of Charges 1st April 2025 – 31st March 2026

Facility		Community	Commercial
Palmers Green Hall Seating up to 500			
- Mon to Sat	per hr	£55.00	£82.50
- Sunday	per hr	£82.50	£110.00
	Hall refundable deposit	£275.00	£330.00
PA - Public Address system	per let	£27.50	£44.00
Enfield Hall Seating up to 200			
- Mon to Sat	per hr	£50.00	£77.00
- Sunday	per hr	£66.00	£99.00
	Hall refundable deposit	£275.00	£330.00
PA	per let	£27.50	£44.00
Palmers Green Sixth Form Centre			
-			
- Classroom: Mon to Sat	per hr	£27.50	£44.00
- Classroom: Sun	per hr	£40.00	£55.00
- Common Room seating 100 plus			
- Common Room only Mon-Sat	per hr	£44.00	£55.00
Common Room Sun	per hr	£66.00	£99.00
	Common Room refundable deposit	£275.00	£330.00
-			
- Palmers Green Gym 21m x 11m / One changing room only			
- Mon to Sat	per hr	£40.00	£55.00
- Sunday	per hr	£44.00	£66.00
-			
-			
-			

Netball Court / Tennis Court			
Two Tennis Courts on each site Netball Court at each site			
Mon to Sat	per hour	£33.00	£50.00
Sun	per hour	£44.00	£66.00

Classroom			
Limited availability			
Classroom: Mon to Sat		£27.50	£44.00
Classroom: Sun		£40.00	£55.00

Facility		Community	Commercial
		10+ bookings	10+ bookings
Palmers Green Field (Oakthorpe Rd/Chimes Avenue)			
<i>Whole Field including changing/toilet facilities</i>			
Monday-Friday after 1800 (summer months only)	per hr	£55.00	£70.00
Sunday	per hr	£66.00	£85.00
School Holidays 0800-1800	per hr	£55.00	£70.00
Palmers Green Field (Oakthorpe Rd/Chimes Avenue)			
<i>Whole Field not including changing/toilet facilities</i>			
Monday-Friday after 1800 (summer months only)	per hr	£45.00	£55.00
Sunday	per hr	£55.00	£70.00
School Holidays 0800-1800	per hr	£45.00	£55.00
Palmers Green Field (Oakthorpe Rd/Chimes Avenue)			
<i>One Pitch (half field) including changing/toilet facilities</i>			
Monday-Friday after 1800 (summer months only)	per hr	£45.00	£55.00
Sunday	per hr	£55.00	£70.00
School Holidays 0800-1800	per hr	£45.00	£55.00

Palmers Green Field (Oakthorpe Rd/Chimes Avenue)			
<i>One Pitch (half field) not including changing/toilet facilities</i>			
Monday-Friday after 1800 (summer months only)	per hr	£35.00	£45.00
Sunday	per hr	£45.00	£55.00
School Holidays 0800-1800	per hr	£35.00	£45.00

Markings:	
Sept-March:	Senior Football Pitch and Junior Football area (two sizes)
Apr-July:	Athletics (oval and straight only) and Rounders

Facilities:
Two changing rooms with showers One officials' changing room
Two toilet areas
One accessible toilet
Senior Football Pitch - goalposts only
Junior Football area - portable goals, two different sizes
Notes:
[1] A whole hour rate will be levied for over runs after midnight
[2] The Governing Body reserves the right to vary these charges or refuse a booking

Application to Hire form

Name of Applicant:				
Organisation:				
Address:		:		
Telephone:				
Email:				
If the applicant will not be personally present during the event Person Present and Responsible During Event: <i>(inc. contact details)</i>				
Telephone:				
Facilities Required: Please specify and indicate number	Site Required: Enfield Site/Palmers Green Site/Sixth Form			
Classrooms	Drama Room	Hall	Kitchen	Car Park
Gymnasium/Sports Hall	Field	Chapel	Netball/Tennis Court	
Nature of Function:				
No. of persons attending:				
Date(s)		From:	To:	Weekly/Monthly
Time		From:	To:	
Additional Requirements:				
Will there be alcohol on site during the booking? Y/N				

<p><i>I agree to the terms and conditions of this policy and in signing I agree that my personal data (if any) will be processed to fulfil the purposes for which it was collected and may be securely copied to authorised school staff/third parties (as applicable), as part of the bookings process and execution of the letting</i></p>					
Signed:			Date		
For and on behalf of.....(Organisations only)					
Hours per session:		Cost per session:		£	No. of sessions:
Premises cost total:					£
Additional charges:					£
Deposit					£
Total cost:					£
Additional conditions:					
SCHOOL USE: Letting agreed subject to the conditions indicated above on behalf of the St. Anne's Catholic High School:					
Signed:			Date		

Evacuation Procedures

Alarm

Anyone (staff, students or visitors) discovering an outbreak of fire should, without hesitation, sound the nearest fire alarm or raise the alarm. The alarm sounds like: **2 TONE REPEATING KLAXON BELL**

Evacuation

On hearing the alarm, leave the building by the nearest exit and make your way to the muster point. Do not re-enter the building until instructed to do so.

Muster Point

Palmers Green: Netball court by 6th form building

Enfield: Netball court behind car park

You will be shown these upon arrival.