

### Shrewsbury College Group Lettings Procedure

#### 1. Enquiries

- i. Potential hirers should complete a room booking form and submit it to the Commercial manager, no booking will be secured until this form has been received, completed.
- ii. The commercial manager will establish what activities the hirer wishes to undertake and whether the college group wishes to be associated with them; the facilities the hirer might need; the impact on the college and premises staff and the date or dates hirers will need the facilities.
- iii. If in doubt about the suitability of the hiring the Commercial manager will consult with and be directed by the Group vice Principal Curriculum Support and Business Development

#### 2. Rooms available, hire charges and letting times

- i. Rooms are available to hire at our English Bridge, Welsh Bridge and London Road Campus' for either regular bookings or 'one off' lettings.
- ii. The Principal will agree, during the summer term, charges for the next academic year allowing for flexibility to be determined by the Group Vice Principal, Financial and Asset Management. Charges will take into account the recovery of all costs.
- iii. Note that the times requested must include set up and take down time. Any running over the time will be charged at the hourly rate and in evenings and weekends will incur an additional caretaker charge
- iv. Within each 4 hour block there is flexibility for an hourly charge with the agreement of the commercial manager
- v. All prices below are not including VAT, this will be added to your invoice. Car parking does not incur VAT.
- vi. **Sessions available Monday – Saturday**  
Morning 9am – 1pm  
Afternoon 1pm – 5pm (1630 close on Friday and Saturday)  
Evening 5pm – 9pm (Monday – Thursday only) – London Road Campus Only  
**No rooms are available for hire on Sundays**  
Room hire during term time weekdays will be severely restricted

Room	Price per session	Remarks
<b>London Road Campus</b>		
Classrooms (Varying size)	£65.00	Or £18.00 per individual hours
Agency conference room (seats 30)	£65.00	Or £18.00 per individual hours
Dance studio	£75.00	Or £20.00 per individual hours
Performing arts Theatre (Seats 90)	£156.00	Only available in 4 hour blocks
The Clayton Hall (Seats 200)	£150.00	Or £42.00 per hour
Origins Restaurant	£100.00	Per booking or if using student catering its free
<b>English Bridge Campus</b>		
Classrooms (Varying size)	£60.00	Or £16.00 per individual hours
Main Hall with stage	£150.00	Or £42.00 per hour
Small performing arts theatre	£80.00	Or £21.00 per hour
Sports Hall	£150.00	Or £42.00 per hour
Car parking charges apply	£5.00 all day per vehicle (Inc. VAT)	Drop off and pick up free maximum 15 minutes
<b>Welsh Bridge Campus</b>		
Priory Hall	£150.00	Or £42.00 per hour
Classrooms (Varying size)	£60.00	Or £16.00 per individual hours
Car parking charges apply	£3.50 all day per vehicle (Inc. VAT)	Drop off and pick up free maximum 15 minutes

- vii. An additional hourly caretaking charge may apply on some weekends and holidays and evenings at English bridge and Welsh bridge campuses, this will be quoted by the Commercial manager if it applies.
- viii. The sites are not open on bank holidays and some other holidays.
- ix. The minimum hire period is 1 hour unless stated in the table above.

### 3. Payment

- i. Shrewsbury College Group will invoice the hirer. All monies due shall be paid to the College on receipt of the invoice. Payment should not be made directly to College staff.

### 4. Disputes

- i. In the event of a dispute or any problems with the hiring the Commercial Manager will communicate with the hirers. If the matter cannot be resolved the hiring will be terminated by the college, and any payments in advance (less any costs incurred by the college) refunded to the hirer.

### 5. Cancellation Charges

- i. In the event that the hirer cancels the hire inside 7 days of the proposed hire period start date then 50% of the charge will be payable to the College Group.

## 6. Additional information

- i. Shrewsbury College Group operate a no smoking policy on all of its sites including sports pitches. Smoking is only to take place in designated smoking areas, please note that English Bridge and Welsh bridge are non-smoking sites and do not have smoking areas. Electronic cigarette devices are also classed as smoking paraphernalia and the no smoking rules apply to these too.
- ii. If hiring rooms or facilities during term time before 1700 on a college teaching day then ID cards must be obtained from the reception area.
- iii. The college Group operate a car parking policy at all campuses. Any car not correctly parked in a marked bay or parked on a double yellow line or parked in a visitor or disabled bay without displaying the correct permit could receive a parking charge notice.

### **Shrewsbury College Group Conditions of Letting**

1. Safeguarding and The Prevent Duty are the responsibility of the hirer. All guests of the hirer must be properly safeguarded by the hirer at all times. The college accepts no responsibility for safeguarding of guests of the hirer. Any Safeguarding or Prevent incidents occurring because of the event taking place at SCG, must be shared with the Commercial Manager immediately. A risk rating will be applied to the event for Radicalisation.
2. For Sports Centre bookings during normal college teaching times (0900 – 1630) no booking is confirmed until the following information is received: -
  - I. Name of Organisations Designated Safeguarding Lead with contact details.
  - II. Organisations Safeguarding Policy.
  - III. Full risk assessment detailing safeguarding procedures for activities.
  - IV. The booking organisation must provide the college with DBS numbers and dates of **ALL** staff coming onto campus for the activity at least two weeks in advance, failure to provide this information will result in the activity being cancelled.
  - V. The booking organisation must provide the commercial manager with the details of any vehicles coming onto site, failure to do so will result in an automatic £100.00 fine levied against each vehicle, please email details to [tedc@shrewsbury.ac.uk](mailto:tedc@shrewsbury.ac.uk)
  - VI. Note that the college will not allow any external spectators to come on site during normal college teaching hours.
3. All Risk assessments for activities must be completed and available upon request from the Commercial Manager.
4. The use of the premises must not interfere with the proper working of the College Group or impair its efficiency.
5. It is the Hirer's responsibility to ensure that portable electric equipment has a valid test certificate. The College Group reserves the right to request evidence of test. Please complete the appropriate section on the booking form if you wish to use such equipment.
3. Hirers are responsible for making arrangements with the Performing Rights Society Limited and/or Phonographic Performance Limited if music is to be played or used. Signing the booking form indemnifies the College Group against any action or claim with regard to music.

4. All monies due shall be paid to the College Group on receipt of an invoice. Payment should not be made directly to College staff. For long term bookings, a 50% deposit in advance may be requested by the College.
5. Alcoholic drinks are only permitted for functions not open to the public and only until midnight. If a "pay bar" is used, the permission of the Principal must be obtained and the hirer is responsible for making arrangements to obtain an appropriate Temporary Events Notice (TEN). The College restaurant, Origins, licence does **NOT** cover lettings.
6. Gambling is not allowed on College Group premises.
7. The hirer shall be held responsible for any claims for personal injury except where this can be proved as being due to negligence by Shrewsbury College Group or its employees and it is therefore appropriate for the Hirer to carry their own insurance. It is a condition of booking that all hirers have adequate public liability insurance. A minimum of £5 million is recommended.
8. The hirer is responsible for the prevention of overcrowding and keeping gangways, passages and exits clear.
9. The parking of vehicles on College Group premises is entirely at the owner's risk and owners must accept responsibility for any damage or injury to college group property or to any persons, whether connected to the College Group or not, caused by vehicles or their presence on the premises. ANPR cameras operate within the college and an automatic parking fine will be issued to unregistered vehicles on site during the hours of 0900 – 1630 Monday – Friday. All unregistered vehicles must be booked in at reception immediately upon arrival. Parking spaces cannot be guaranteed.
10. **Access to the Internet is not provided. The WIFI is only accessible by those with a valid, in date, student or staff ID badge. Staff and students are unable to give visitors access to the internet.**
11. The time given for the letting must include preparation and cleaning up time. Evening lettings will normally end at 9.00 pm. The rooms hired must be left as they were found. There will be a charge if any cleaning or remedial works are required following the booking.
12. In the case of dramatic, musical or film entertainment the hirer must guarantee that all licensing arrangements have been made, that no performance is offensive to public feeling or detrimental to the public interest. Pyrotechnics are not permitted during any production.
13. A copy of the Emergency Evacuation Procedure and any other relevant Health & Safety documentation will be issued with the booking confirmation. It is the responsibility of the Hirer to brief their occupants on these matters at the commencement of the let.
14. A surcharge will be made of 50% of the room hire charge if less than 7 days' notice of cancellation is received.

15. The College Group reserves the right to cancel, prohibit or delay any facilities hire booking with external speakers if the External Speakers Policy is not followed, requested information not produced, or if health, safety and security criteria cannot be met.
16. It is the responsibility for the hirer to complete a Risk Assessment for any activities or events Shrewsbury College Group reserves the right to request a copy at time of booking.
17. All children under the age of 16 attending an event or function must be adequately supervised at all times.
18. All building users are requested to leave quietly and respect the rights of neighbours in the residential area.
19. The Hirer is responsible for the preservation of good order during the hiring. The Hirer shall at all times provide an adequate number of stewards who shall be present throughout the hiring
20. All kitchen areas are out of bounds to hirers.
21. Food is not to be brought onto the College group premises without the permission of the Commercial Manager
22. No nails or screws shall be driven into the walls, floors, ceilings, furniture or fittings, and no placards shall be affixed to any part of the premises.
23. College Group furniture (other than chairs in the hired accommodation) and equipment shall not be moved except by prior arrangement.
24. Any alteration or addition to the college lighting, electrical or heating systems is strictly forbidden.
25. No function shall extend beyond the hiring period and the Hirer shall completely vacate the premises and grounds by that time.
26. After use, the Hirer must leave the premises in a clean and tidy condition, the Hirer's property and any personal belongings removed, and all appliances switched off and lighting extinguished. The College Group reserve the right to recover from the Hirer any additional expenses incurred as a result of non-compliance with this condition.
27. The College Group reserve the right to cancel any hiring without notice if: -
  - (i) The accommodation will, due to circumstances outside their control, be unavailable for the hire period, or
  - (ii) The Hirer has failed to disclose material information concerning the proposed hiring, or
  - (iii) There are reasonable grounds to conclude that the Conditions of Hire may be breached to a material extent.

In the event of (i) all hiring fees, if paid, will be refunded to the Hirer, but the College group shall have no further liability to the Hirer. In the event of (ii) and (iii) any refund of hiring fees shall be at the discretion of the College Group

28. All lettings are subject to the College Group Policies and Procedures in operation at the time of booking. Please contact the Commercial Manager for further details on 01743 653537 or email [stewartc@shrewsbury.ac.uk](mailto:stewartc@shrewsbury.ac.uk).