



APPLICATION FOR HIRE OF SCHOOL PREMISES – Special One-Off Events

N.B. At least 3 months’ notice is required and will only be confirmed once duty staff are confirmed if event times are outside normal contracted working hours.

Note to Applicant: Before completing this form, please carefully read the Terms and Conditions of Letting

Return completed forms to:
Facilities Manager
Honywood Community Science School
Westfield Drive
Coggeshall
Essex
CO6 1PZ

PART ONE

HIRER CONTACT DETAILS (Block Capitals)

Name of Hirer:		
Name of Organisation:		
Address:		
Post Code:		
Telephone:	Office Hours	During Hire
Email:		

HIRERS CLASSIFICATION - See Item 3. Lettings Policy

Please circle applicable answer

Statutory Hirer	Yes	No
Private Hirer		
Group A	Yes	No
Are you a Registered Charity?	Yes	No
Group B	Yes	No
Group C	Yes	No
Commercial Hirer	Yes	No

PART TWO

ACCOMMODATION REQUIRED

Badminton Courts (specify number)	
Classroom	
Drama Studio	
Large Sports Hall (PE2)	
Main Hall	
Netball Court with floodlights	
Netball Court without floodlights	
Small Sports Hall (PE1)	
Stage	
Other – please specify:	

BOOKING DATE AND TIMES –

Please include setting up and clearing away times when making your booking. (Item2)

Date of Hire:	
Start Time:	
End Time:	
Total Hire Time (min. 1 hour):	

Is this booking for consecutive lets (10 lets per term or more)? YES NO
Please refer to school calendar for holiday closures (www.honywoodschool.com)

PURPOSE OF HIRE:

PART THREE

1. PREMISES LICENCE

Honywood has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated. Please confirm which licensable activities will take place at your event:

Activity	Honywood is licensed for	Times for which the activity is licensed	Indicate activities to take place at your event
a) The performance of live music	✓	09:00 – 23:30	
b) The playing of recorded music	✓	09:00 – 23:30	
c) The performance of dance	✓	09:00 – 23:30	
d) Entertainments similar to those in a - c	✓	09:00 – 23:30	
e) The performance of plays open to the public			
f) The exhibition of films open to the public			
g) Indoor sporting events open to the public			
h) Boxing or wrestling entertainment open to the public			
i) The provision of hot food/drink after 11pm			
j) The sale of alcohol			

Have you indicated at j) above that alcohol will be available at your event?

YES / NO

If you answer YES to the above question, *or have selected any other activity which is outside of our Premises Licence*, you will need to seek written permission from the Governing Body in order for Temporary Event Notice to be given for the event by the Local Licensing Authority. Please complete the form provided for this purpose at Appendix 3 and submit with your application to hire

before giving the licensing authority your application for a Temporary Event Notice (TEN). Failure to do so will result in cancellation of the hiring without compensation because there is a limit on the number of TENs which can be granted annually for any premises.

(Temporary Event Notices should be applied for from Braintree District Council not less than 10 working days and not more than 6 months before the event taking place. Online application is available.)

The Hirer is responsible for ensuring they are licensed with the Performing Right Society for Music (www.prsformusic.com) and Phonographic Performance Limited (www.ppluk.com) for the playing of any live and/or recorded music at their event. Copy of the licence(s) must be provided.

The Hirer agrees with the Governing Body of Honeywood to be present (by its authorised representative, if appropriate) during the hiring and to comply fully with the Terms and Conditions of hire.

It is hereby agreed that the Standard Terms and Conditions of Hire together with Part Four, Premises License form part of the Terms and Conditions unless specifically excluded by agreement in writing between the Governing Body and the Hirer.

None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

Special Conditions consistent with the Operating Schedule of the Premises Licence

These Special Conditions of Hire include provisions required to comply with the Premises Licence issued under the Licensing Act 2003.

These conditions apply to all events at which regulated entertainment or the sale of alcohol takes place and should be inserted into the Hiring Agreement where necessary.

The Hirer hereby acknowledges receipt of a copy of the conditions of the Premises Licence and/or Operating Schedule for the premises, in accordance with which the hiring must be undertaken and agrees to comply with all obligations therein.

1. Hours of Opening

The premises shall not be used for licensable activities except between the hours of 09.00 a.m. and 23.45 p.m. unless special permission has been issued by Braintree District Council and permission from the Governing Body.

2. Capacity and Supervision

- a) The number of people on the premises shall not exceed 350 while the premises is being used for the purposes of the Premises Licence.
- b) There shall, in addition to the Hirer, be a member of Honeywood staff on duty** from the commencement of the entertainment to supervise the event

until cessation of the public entertainment and all attending persons have left the premises.

**includes executing procedures in relation to the emergency evacuation in the event of fire or other emergencies.

- c) Additional attendants are required if the audience is mostly under 16, or if there are many disabled people present, in line with current Safeguarding regulations
- d) The clearance of all equipment must be completed within 1 hour of the cessation of the event.
- e) i) The “event noise level” at one metre from the façade of a noise-sensitive dwelling shall not at anytime exceed the background noise level by more than 5Db(a). Furthermore, sound from the venue shall be “inaudible” at the noise-sensitive dwelling between 23:30 and 09:00 hours.
 - ii) Traffic management shall be designed to minimise noise disturbance.
 - iii) Sound from the venue shall not give rise to structural vibration detectable at any noise sensitive dwelling at anytime.
 - iv) No entertainment involving the playing of amplified music shall take place anywhere on the application site except within the areas(s) of the premises that are licensed for music or music and dancing.

DEFINITIONS

Background Noise Level

This is the ambient noise level which is measured in LA₉₀ for any 15 minutes period when no performance is taking place, but which should be as similar as possible to the conditions that prevail during the performance.

Noise-Sensitive Property

This will be any dwelling likely to be affected by noise from the licensed premises – normally the nearest dwelling(s).

The Event Noise Level ENL

This is the noise level which is measured LA_{eq} (an average noise level) for any fifteen minute period of any performance.

3. Age

The Hirer, not being a person under 18 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions of the Premises Licence and/or the Operating Schedule relating to management and supervision of the premises are met.

4. Dangerous and unsuitable Performances

Performances involving danger to the public, or of a sexually explicit nature, shall not be given.

5. Film Shows

Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification.

PART FOUR

Applications for one off events must be received at least 3 months before the event date to enable duty staff to be appointed before confirmation of the booking.

DECLARATIONS

INSURANCE

Hirers using the facilities for commercial or business use, or for meetings organised by political parties must provide proof of adequate insurance to the school. Item 38

Is one-off School Hirer's Liability Insurance cover required? YES NO
If YES, an additional 10% of the total let cost will be added
to the booking charge for this cover.

SAFEGUARDING POLICY

Submitted with this Application YES NO

LICENCES

I play pre-recorded music YES NO

If Yes, please provide a copy of your valid PPL / PRS Mobile Licence

I personally agree to be responsible for the fees charged in respect of the event submitted with this application. I have read the Terms and Conditions of letting and will observe them.

Signature of Applicant: _____

Name of Applicant: _____

Organisation represented: _____

Date: _____

Authorisation of Booking(s) on behalf of Honywood Community Science School

Authorising Signature: _____

Name: _____

Address: Honywood Community Science School, Westfield Drive,
Coggeshall, Essex. CO6 1PZ

Telephone: 01376 561231 / 01376 564720

Date: _____

Appendix 3



Application for consent for a Temporary Event Notice to be given for an event at Honywood Community Science School

Honywood Community Science School is not licensed for the sale of alcohol.

I hereby apply to The Governing Body of Honywood Community Science School for consent to give to the Licensing Authority a Temporary Event Notice to hold the following licensable activities within the licensed areas on the following date(s), during the following hours and in the following location(s):

Date(s):

Time:

Description of event:

Licensable Activities:

I hereby undertake to comply with the provisions of the Licensing Act 2003 (and any regulations thereunder) as they relate to a Premises User holding a Temporary Event Notice (TEN) and to indemnify the management committee for any obligations thereunder. I undertake, in particular, to notify the Police Authority within the required time and not to allow the sale of alcohol to those aged under 18 or to those who are drunk or disorderly.

Signed by the person named Part One of the Hiring Agreement (duly authorised on behalf of the organisation named where applicable) and is the authorising signature at Part 3:

Name (in capitals): _____

Signature: _____

Authorisation is here given to the person named above to give a Temporary Event Notice to the Licensing Authority for the area for the event described above on the date(s), at the time(s) and in the location(s) specified above.

Signed by the person named at Part 3 of the Hiring Agreement, duly authorised, on behalf of the Governing Body of Honywood Community Science School:

Name: _____
(Authorised Honywood Representative)

Signature: _____