



CONDITIONS COVERING THE LETTING OF COLLEGE PREMISES TO EXTERNAL CUSTOMERS

General Conditions

1. Applications for the use of College premises must be made to Reception and responsibility for their approval rests with the Corporation (through the Estates Manager). The person signing the application will be deemed to be the Hirer, and must accept responsibility for ensuring compliance with these conditions. The College is open for lettings at all times except those specified on the booking form, or unless we have written to you about specific dates.
2. Hirers will be informed, at the time the application is approved, of the charge for the use of facilities required. Invoices will be raised two weeks before the month the booking is to take place, invoices are payable upon receipt and for regular lets no later than the 15th of the month following invoice. Cheques can either be sent to the college (made payable to BHASVIC) or a cheque / cash / card payment can be made in person at our cash desk which is open from 8.30 am – 12.30 pm and 1 pm – 3 pm Monday to Friday during term time. Failure to pay within these timescales could jeopardise future bookings.
3. Regular, re-occurring bookings can be made for one term at a time. Towards the end of term a new booking form will be sent so that the booking can continue. This must be completed and returned to Reception as soon as possible to ensure continuation. It may be possible for the Hirer to receive a discount if payment for the whole term is arranged in advance and settled within two weeks of the start of a term; please enquire for details.
4. All 'one-off' events will be invoiced at the time of confirmation. Payment in full will be required to secure such a booking. This must be received by the College at least one week before the event takes place. If a weekend event is cancelled by the Hirer less than 72 hours in advance of the day of the event, this deposit will be retained. The Estates Manager will also require the payment of a refundable damage retention charge of £100 for 'one-off' events. This payment must be made to the College one week before the event, and will be refunded after the event if there are no additional charges to be made. If there is damage, or the need for caretakers or cleaners to work longer than expected after the letting, such charges will be invoiced to the Hirer. In these circumstances the damage retention charge will be used against any invoice raised to cover damage or cleaning charges.
5. Any intention on the part of the Hirer to cancel an engagement must be conveyed to Reception as early as possible, either by letter or by email to: reception@bhasvic.ac.uk. The cancellation will be acknowledged in writing. The Estates Manager reserves the right to charge a cancellation fee in the event of a cancellation at short notice.
6. A check will be made as to the age of the Hirer. Lettings will not be made to applicants under the age of 18.
7. The College reserves the right to cancel any letting if the accommodation is required for urgent official or academic business, or in exceptional circumstances (e.g. the premises are unavailable due to extremely poor weather conditions). In these circumstances, the Hirer will be reimbursed their hiring fee.
8. The Caretakers will prepare the rooms for lettings and arrange for any necessary cleaning afterwards. If specific layouts are requested or additional cleaning is required then extra costs will be incurred and these will be discussed with the customer before the cost is incurred

(wherever this is possible) and before the letting is confirmed. No payment should be made direct to the Caretaker since they will be paid by the College.

9. No structural alterations to premises fixtures or fittings will be permitted and notices must be fixed only to the boards provided.
10. The Hirer is responsible for providing supervision of the letting and must satisfy the Estates Manager that the arrangements being made are adequate. Failure to do this will result in the lettings being cancelled. During all lets a College caretaker must be on site (with overall responsibility for safety and security), a charge will be made for this provision if the letting is to occur outside the normal letting period or additional set up/cleaning is needed. If the latter applies then the notification for this will be made by the College at the time the booking is confirmed.
11. The Hirer or his accredited representative must be in attendance at all times and must accept responsibility for any damage caused to College property resulting from the letting. Every precaution must be taken to avoid such damage and the Hirer will be required to meet the costs of making good any damage however caused. College premises must be left clean and tidy after use.
12. Hirers are responsible for arranging their own insurance for:
 - Personal accidents
 - Third party claims
 - Any loss or damage to the grounds, playing fields, buildings, fixtures, fittings, furniture and equipment resulting from the letting.
13. If it is intended to organise a public performance or entertainment, or performance of music, singing or dancing to which members of the public are to be admitted, Hirers are advised to consult the Estates Manager in advance to ensure that the premises are adequately licensed for the purpose of submitting a firm application. Please note that if a charge is being made for public access to the entertainment then regulated door security personnel must be provided by the Hirer (see premises licence regulations).
14. Footwear which is likely to cause damage to floors must not be worn. French chalk or its equivalent must not be used.
15. Members of the public must not be admitted to the premises after 10 pm.
16. Alcoholic liquor must not be sold or consumed on the premises unless specific approval has been given by the Corporation (through the Estates Manager). If approval is given for the sale or consumption of alcoholic liquor, the responsibility of obtaining the necessary licence rests upon the Hirer.

Fire Precautions

The Hirer or responsible person nominated by him in writing shall be in charge of and be upon the hired part of the premises during the whole time the premises are open to the public and there shall be during that time sufficient competent persons on duty on the premises. The person in charge shall not be engaged in any duties which will prevent them from exercising general supervision of the premises.

THE HIRER SHALL ASCERTAIN AND COMPLY WITH ANY SPECIAL FIRE PRECAUTIONS REQUIREMENTS CONTAINED IN ANY OTHER LICENCES APPROPRIATE TO THEIR INTENDED USE OF THE PREMISES.

IF THERE IS ANY DOUBT ABOUT THE APPLICATION OF ANY OF THE ABOVE CONDITIONS, THE ADVICE OF THE ESTATES MANAGER SHOULD BE SOUGHT.

TO ALL HIRERS OF FACILITIES AT BRIGHTON HOVE AND SUSSEX SIXTH FORM COLLEGE

Under the Health and Safety at Work Act 1974 Section 4 it is necessary to state the following points to all persons hiring premises at this College.

- 1 All hirers must familiarise themselves with the emergency evacuation procedures (notices posted in every room) in the event of fire. IF YOU HEAR THE FIRE ALARM, LEAVE THE BUILDING IMMEDIATELY BY THE SHORTEST ROUTE. If the bell rings in short bursts, your building is not threatened. Stay alert but do not move unless instructed to do so.
- 2 First Aid arrangements are to be made by the hirer, who should be aware of relevant procedures
- 3 A public telephone can be found on Dyke Road outside the main College building
- 4 Any accident to a person or property should be reported to the Duty Caretaker who will need the relevant details to then complete an incident report form.

Other points;-

- 5 The College has a strictly NO SMOKING policy except within the designated smoking area.
- 6 Hirers should keep strictly to the times that have been booked
- 7 All litter should be either removed from the premises or placed in the bins provided
- 8 Do not move furniture or fittings during the course of the hire. If it appears necessary to do so, please see the Duty Caretaker or the Estates Manager
- 9 Unless it has been agreed by the Principal no alcohol must be brought on to the premises.
- 10 Do not bring on to the premises any chemical substance or drug of abuse, other than medicines prescribed for personal use or simple treatments to relieve obvious medical symptoms.
- 11 All hirers are responsible for their own personal property and for ensuring that they have appropriate insurance cover
- 12 No food or drink is allowed in the teaching rooms or corridors.

The College aims to ensure that all actual or potential members of the College (including BHASVIC visitors) are treated equally, regardless of age; disability; family responsibility; marital status; race; colour; ethnicity; nationality; religion or belief; gender; sexual orientation; trade union activity; unrelated criminal convictions; other relevant criteria – for full copy of BHASVIC's Equality and Diversity Policy refer to www.bhasvic.ac.uk

GUIDANCE FOR HIRERS WHERE VEHICLES WILL BE PARKING IN UPPER OR LOWER CAR PARKS DURING COLLEGE LETTINGS

Hirers of College Premises should ensure that users are aware of the following:

RULES	NOTES
Speed must be kept to a maximum of 4 mph (i.e. walking pace) and the vehicle must be in first gear at all times while in the car parks.	Pedestrians use the car parks as walkways and they are sometimes 'invisible' to drivers until the last moment
Drivers must act with due care and attention at all times. Particular care is required when entering or leaving the car park across the pavements.	There are blind spots at the exits, which are over public pavements.
Entrances to the College must be kept clear. Vehicles entering the premises have right of way.	It is important not to cause hold-ups on the main roads.
Parking must be within the marked bays.	Once the bays are full, roadside parking is the only option. It is essential to keep other areas clear for emergency vehicle access to college buildings
Drivers should not sound horns (except in emergency) or play loud music	These cause disturbance to neighbours.
Drivers should reports any accidents or dangerous occurrences to the Hirer immediately. The Hirer should pass these reports on to the College.	Accidents and dangerous occurrences need to be recorded by the College Health & Safety Officer
Any driver causing damage to the College, another vehicle or property, will be expected to pay for the remedial work required. The college will claim for damages from the Hirer.	This is a common courtesy as well as a legal duty. Hirers should check that their insurance covers this.
THE COLLEGE ACCEPTS NO RESPONSIBILITY FOR LOSS OR DAMAGE TO VEHICLES PARKED ON SITE.	Hirers and individual drivers should check that their insurance covers risks while parked on College property.

LETTING CHARGES

Room	Maximum seating capacity	Period (Minimum 2 hour letting)	Charge (£ per hour per room)
Main Hall	300	Weekdays	£35 per hour
		Weekends	£40 per hour
Sports Hall	100 + 50 (Balcony)	Weekdays	£35 per hour
		Weekends	£40 per hour
Sports Café	100	Weekdays	£20 per hour
		Weekends	£20 per hour
Drama Studio	100	Weekdays	£25 per hour
		Weekends	£30 per hour
Dance Studio	30	Weekdays	£25 per hour
		Weekends	£30 per hour
Classrooms	See notes	Weekdays	£11 per hour
		Weekends	£11 per hour
Pavilion & Field			£75 per day

Notes on charges:

- Regular bookings can be made for whole terms then must be renewed
- Minimum two hour booking applies to all rooms unless indicated otherwise
- Monday – Thursday, rooms are usually available between 6 pm and 10 pm; on Fridays rooms are usually available between 6 pm and 8 pm
- Extra charges will apply for estates staff if rooms require extra setting up/clearing (e.g. if room is likely to be left in a particular mess). This is usually charged at £15/hour per estates member.

EQUIPMENT HIRE CHARGES PER LETTING PERIOD (MAX 1 DAY)

Item	Charge per letting (1day max)	Returnable Deposit
OHP	£5.00	£20
Data Projector	£30.00	£200 + driving licence.
Interactive Whiteboard (Fixed)	£40.00	£50
Laptop	£30.00	
PA System (Fixed)	£15.00	£50
PA System (Portable)	£15.00	£50

Other Items quoted on request.

The returnable deposit covers partial loss and damages. In the event of loss or damage Hirers will be charged the full cost of repair or replacement.

OUR VENUES

Sports Hall (approx. size 33.5m x 17.3m)

The sports hall may be used for badminton (3 courts), basketball (including disabled) or netball (1 league court or 4 junior basketball / netball courts), indoor tennis (1 court), 5 a side football (1 pitch), volleyball (1 court). Two full-sized trampolines are also available for hire. With under-floor heating and sprung flooring which meets Sports Council specifications, the hall is excellent for team events. There is a viewing gallery overlooking the sports hall (maximum capacity: 50 people).

No dark soled shoes allowed.

Male and female changing, showers and toilet facilities are available adjacent to the hall.

Sports Café (approx. size 10m x 12m)

Seating capacity 100.

Dance Studio (approx. size 8.5m x 9m)

Music is not provided in the dance studio, although hirers are welcome to bring their own music systems.

The dance studio may be used for aerobics, Pilates, yoga and any dance-based activities. The floor is sprung to meet specifications set by exam boards assessing advanced level dance.

No dark soled shoes allowed.

Toilet facilities are available adjacent to the dance studio.

Drama Studio (approx. size 7.5m x 4.5m)

Seating capacity 100.

Main hall (approx. size 26m x 11m)

Seating capacity 300.

Classrooms

Classrooms laid out in exam style have the following capacity:

Huts - 30	Room 6 – 16	Room 40 – 16
Room 3 – 25	Room 37 – 18	Room 41 – 25
Room 4 – 20	Room 38 – 20	Room 42 – 25
Room 5 – 20	Room 39 – 20	Room 61 – 30

Fields

Our fields are used for school sports days and community sports events. Football and rugby pitches are available (in season). There are also two outdoor tennis courts.

LICENCES

The College has a premises licence for entertaining and sporting events. For full details please refer to www.brighton-hove.gov.uk

VIEWINGS

If you would like to view any of our venues please contact Reception, who will make an appointment with one of the Estates team.