

reigate•college

Letting Information

September 2023 - August 2024

Reigate Sixth Form College,
Part of the Reigate Learning Alliance,
Castlefield Road, Reigate, Surrey RH2 0SD
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Principal • Nick Clark BSc
Chief Executive • Christopher Whelan BSc

Part of the Reigate College Learning Alliance

TERMS AND CONDITIONS OF USAGE FOR COLLEGE PREMISES

1. Cancelled bookings must be submitted in writing or by email.
No refund will be made for notification received within 5 working days.
Cancellation of a regular ongoing booking is required at least a month in advance.
2. A deposit equivalent to the cost for 3 sessions (minimum of £100) is required at least two weeks in advance of a regular booking. Failure to pay will result in the booking being cancelled. The deposit is returned via a credit on the final invoice upon termination of the letting. Invoices are produced monthly. Upon receipt of the invoice full payment should be made by return. Failure to comply with this condition could result in future bookings being cancelled and may also incur a financial penalty.
3. Hirers requesting a single booking are required to pay a 20% deposit to reserve the venue and the balance at least 4 weeks prior to the booking date.
4. The premises will be left clean and in good order and vacated not later than the time booked. The hirer shall replace any furniture/equipment they may have moved.
5. The hirer shall pay to the College the cost of repair or replacement resulting from any loss or damage arising from the hiring however caused or of whatever nature to the College premises and all equipment or property thereon (whether provided by the College or any other body or person). **Hirers shall ensure they have a policy of insurance to cover Public Liability and indemnity up to at least £5 million - a copy of a current insurance certificate must accompany the booking form.**
6. A hirer must not sub-let to another party.
7. No smoking is allowed in the College buildings.
8. No preparations are to be applied to any floors.
9. Hirers will have access only to the particular room(s) let to them, including where it is practicable the use of W.C. In no case is access permitted to any other part of the premises.
10. Hirers must only use those pitches and sports facilities allocated at time of booking. Any hirer found to be using pitches or facilities which were not agreed by the Estate Director, will have all bookings cancelled with immediate effect.
11. Any dispute on the use of College facilities or equipment out of normal College hours shall be settled by the College Governors.
12. All hirers are responsible for ensuring that users have agreed evacuation procedures in place and have provided the necessary first aid equipment.
13. Hirers shall ensure that **NO DOGS** are allowed on the College's playing fields at Wallfield. Failure to abide by this condition will result in future bookings being cancelled.

PLEASE NOTE: The College facilities are not available on Bank Holidays, additional dates during the Christmas and New Year holiday (dates available on request) and over Easter weekend.

The **Sports Hall** will be closed for examinations for approx. 1 week each in November, January & February and up to 10 weeks during April – June. It also may not be available at other times due to College events, such as Open Evenings.

Power of Revocation

The Corporation reserves the right to revoke without notice any contract for the hire of College premises.

The Corporation, or any employee of the Corporation so authorised, are empowered to withdraw, without notice, permission to use College playing fields when such playing fields are unfit for use.

LETTING APPLICATION FORM - 2023 / 2024

Organisation Name: Date:.....
 Contact Name: Tel No:
 Mobile No:..... Email:
 Address:

Facility(ies) required:

	Date(s)	Times
Sports Hall		
Activities Hall		
Dance Studio		
Drama Studio		
Wallfield Sports Pitches		
Paul Rispoli Theatre		
Refectory 1		
Refectory 2		
Meeting Room		
Classroom(s)		
Caretaker		
IT Facilities *		
Other (please specify)		
Catering	YES/NO	Please contact the College to discuss catering arrangements

I attach a copy of a valid Public Liability Insurance Certificate

YES/NO

Please tick if this is an extension of a current letting.

(A signed copy of this form must be submitted for all new lettings. Current lettings are required to submit a signed form annually and/or where there is a change in the nominating officer.)

I undertake to pay the approved charges and I accept the terms and conditions set out in this document.

Signature of Applicant: Date:

Payment enclosed £.....
Deposit/In full/Balance/Key Deposit (please delete as necessary)

Please send completed form together with payment (cheques made payable to Reigate College) to:
The Lettings Administrator, Reigate College, Castlefield Road, REIGATE, RH2 0SD

CHILD PROTECTION

All adults caring for, training, supervising, or solely in charge of children under 18 years of age, or vulnerable adults, on a voluntary or paid basis are required by law to be checked by the Criminal Records Bureau and be aware of their responsibilities of Safeguarding and Prevent.

Please sign here to confirm you are aware of this requirement and that, if necessary, the mandatory checks have been carried out in relation to this activity.

Sign: Date:

Office Use Only:

Date Added to Database		Date Approval Sent	
*Deposit/*Full Payment Received (Date & Amount)	£.....	PL Insurance	*Expiry Date

LETTING FEES SEPTEMBER 2023 - AUGUST 2024

1 Facilities

	1 Hour	2 Hours	3 Hours	Each Subsequent Hour (or part thereof)
Activities Hall	£40	£65	£85	+ £15
Classroom	N/A	N/A	£35	+ £10
Dance Studio	£40	£65	£85	+ £15
Drama Studio	£40	£65	£85	+ £15
IT Facilities*	N/A	N/A	£90	+ £30
Paul Rispoli Theatre	N/A	POA	POA	POA
Refectory 1	£50	£75	£95	+ £15
Refectory 2	£50	£75	£95	+ £15
Sports Hall	£44	£88	£132	+ £30
Additional College facilities and catering may be available on request.				

*IT facilities can only be hired with a College IT Technician present for which a fee of £35 per hour is required.

2 Caretaker costs

If a caretaker is required for lettings which fall outside the normal hours, the following charges will apply for the opening and closing of the premises:

Mon – Fri: £60

Sat & Sun: £95

3 Wallfield Playing Fields

Regular Bookings
(10 bookings minimum)

Single Bookings

No changing	With changing
£55 per match	£65 per match
£65 per match	£75 per match

4 Key Deposit (Wallfield) £200

The College facilities will not be available before 8.30am and must be vacated by 9.30pm and Wallfield by 9.00pm, unless by prior arrangement.