Premises Hire Policy

Sutton Grammar School

Last reviewed on:	September 2026
Next review due by:	September 2027

Contents

1. Aims and scope 2
2. Areas available for hire 2
3. Charging rates and principles 4
4. Application process 5
5. Terms and conditions of hire 5
6. Safeguarding 9
7. Monitoring arrangements 9
Appendix 1: Hire request form 10
Appendix 2: Confirmation of licence template letter ..... **Error! Bookmark not defined.**

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1. Aims and scope

We aim to:

- Make sure the school's premises and facilities can be used, where appropriate, to support community or commercial organisations
- Charge for the use of the premises to cover the costs of hire and, where appropriate, raise additional funds for the school
- Not let any hiring out of the premises interfere with the school's primary purpose of providing education to its pupils
- Hire out facilities in a way that is safe, following government guidelines and the school's risk assessment(s)

2. Areas available for hire

2.1 Available areas

The school will permit the hire of the following areas:

- Sports Hall
- Main Hall
- Drama Studio/ Hall (Room 55)
- Drama Room (Room 49)
- Classrooms
- Cricket Pitches (Northey)
- Football Pitches (Northey)
- Pavillion (Northey)
- Activity Ground (Northey)

2.2 Capacity and charging rates

The maximum capacity and rates for hiring each area are as follows:

AREA	CAPACITY	COST
Sports Hall	• Dimension: 33m x 21m (696sqm) • 6 Badminton Courts	Please refer to the latest price list posted on school's website. Hourly Rate 2026: Full Hall - £103 Badminton Court (Single) - £28.75 Badminton Court (Block Booking) - £22.9
Main Hall	• Dimension – 16.4m x 10.5m (172.2sqm) • Estimate Seating Capacity (with stage but without activity space) – 220 people • Estimate event capacity in cocktail mode (Standing) – 350 people	Please refer to the latest price list posted on school's website. Hourly Rate 2026: Single booking - £143 Block booking - £122
Drama Studio (Room 55)	• Dimension – 18.2m x 8.7m (158.34sqm) • Estimate Seating Capacity (with stage but without activity space) – 180 people • Estimate event capacity in cocktail mode (Standing) – 200 people	Please refer to the latest price list posted on school's website. Hourly Rate 2026: Single booking - £110.25 Block booking - £94
Drama Room (Room 49)	• Dimension – 12.3m x 7.4m (91 sqm) • Estimate Seating Capacity – 60 people • Estimate event capacity in cocktail mode (Standing) – 80 people	Please refer to the latest price list posted on school's website. Hourly Rate 2026: Single booking - £84 Block booking - £71
Classrooms	• Dimension – 6.9 m x 5.5 m (Estimate as classroom size varies) • Maximum Seating Capacity – 30 people with desks	Please refer to the latest price list posted on school's website. Hourly Rate: Single booking - £59 Block booking - £51.5

AREA	CAPACITY	COST
Cricket Pitches (Northey)		Per Game Adult Pitch - £190 Artificial Wicket - £100
Football Pitches (Northey)		Per Game 11 v 11 (Pitch 1, 2, 4, 5, 6) - £165 9 v 9 (Pitch 3, 7, 8, 9) - £100 7 v 7 (Pitch 10,11) £80
Pavillion – No Bar (Northey)		Per Evening - £198
Activity Ground (Northey) & Toilet (No Pavilion)		Per Hour - £63

3. Charging rates and principles

3.1 Rates

The rates for hiring out different areas are listed in the table in the section above. We may decide that certain organisations or activities can use the premises for a reduced rate, or free of charge, if it supports the core aims of the school.

We may decide to impose an additional cleaning fee on top of the hiring rates.

3.2 Cancellations

We reserve the right to cancel any agreed hiring in with a minimum of 10 working days' email notice.

A full refund will be issued if we do cancel a hire including cancellation due to bad weather.

The school shall not be liable for any indirect or consequential losses, including (without limitation) any loss of profits, loss of business or the loss of any revenue arising out of the cancellation of any hire.

The hirer of the premises can cancel any hire with a minimum of 10 working days' notice email notice. If less notice than this is given, the licensee shall not be entitled to a refund.

3.3 Payment Terms

For regular block bookings, the school may require an advance payment prior to the commencement of the hire period. Full payment must be received before the end of the invoiced booking period.

For one-off bookings, full payment is required in advance of the event. The school may also require a refundable security deposit of £200. The deposit will be returned following the event, provided that the premises are vacated by the agreed time, no damage has occurred, and all facilities are left in a clean and satisfactory condition consistent with their condition at the start of the hire.

3.4 Review

The revenue raised from hiring out will be reviewed by the trustees to ensure best value is being achieved. The school reserves the right to review and amend hire charges on an annual basis. Hirers will be informed of any changes, and bespoke rates may be negotiated for regular block bookings.

4. Application process

Those wishing to hire the premises should fill out the online hire request form, which you can find in appendix 1 of this policy, and read the terms and conditions of hire set out in section 5.

The hirer should fill out and sign the hire request form and submit it to lettings@suttongrammar.school . Approval of the request will be determined by the Lettings Administrator in liaison with premises team and Director of Finance and Operations.

If the request is approved, we will contact the hirer with details of how to submit payment and make arrangements for the date and time in question. We will also send details of the emergency evacuation procedures and other relevant health and safety documents. The hirer will also need to provide proof of its public liability insurance.

We reserve the right to decline any applications at our absolute discretion, in particular where the organisation does not uphold the values of the school or reputational damage may occur.

5. Terms and conditions of hire

The following terms and conditions must be adhered to in the hiring of the school premises. Any breach of these terms will result in cancellation of future hires without refund.

5.1. General Conditions

5.1.1 The Hirer shall occupy the agreed area of the School premises as a non-exclusive licensee only. No tenancy or other proprietary interest is created by the hire arrangement.

5.1.2 The School retains control, possession and management of the premises at all times.

5.1.3 The Hirer shall use the premises solely for the purpose specified in the hire application and approved by the School.

5.1.4 The Hirer must not assign, transfer, sublet or otherwise permit any third party to use the premises without the School's prior written consent.

5.1.5 The School reserves the right to refuse or cancel any booking where the proposed use is considered inappropriate, unlawful, unsafe, or inconsistent with the School's values and charitable purposes.

5.1.6 The School reserves the right to cancel a booking where the premises are required for School purposes, elections, emergency situations, public health requirements, or other unforeseen circumstances. Where possible, reasonable notice will be provided and any fees paid for the cancelled period will be refunded.

5.2. Booking, Charges and Payment

5.2.1 Hire charges shall be determined by the School and reviewed periodically.

5.2.2 For regular block bookings, the School may require an advance payment before the commencement of the hire period. Full payment must be received before the end of the invoiced booking period.

5.2.3 For one-off bookings, full payment must be received in advance unless alternative arrangements have been agreed in writing.

5.2.4 The School may require a refundable security deposit. Any such deposit may be retained in whole or in part to cover damage, additional cleaning, late vacation of premises, or other costs arising from the hire.

5.2.5 The Hirer shall pay all sums due without deduction, counterclaim or set-off.

5.2.6 The School reserves the right to recover any costs arising from breaches of these terms and conditions.

5.2.7 Hire charges are subject to annual review. Hirers will be notified of any changes and bespoke rates may be agreed for regular multi-site or long-term block bookings.

5.3. Cancellation

5.3.1 Hirers must provide a minimum of ten working days' notice of cancellation.

5.3.2 Where sufficient notice is not provided, the School reserves the right to charge all or part of the hire fee.

5.3.3 The School may waive cancellation charges at its discretion where exceptional circumstances apply.

5.4 Use of Premises

5.4.1 The Hirer shall ensure that the premises are used safely, responsibly and only for the activities approved by the School.

5.4.2 The Hirer shall not:

- bring or consume alcohol without prior written approval;
- smoke or vape anywhere on School premises, including outdoor areas;
- bring animals onto the premises without prior consent;
- apply any substance, adhesive, fixing or decoration to floors, walls, ceilings or furnishings;
- display advertisements, signs, banners or notices without prior written consent;
- undertake any activity that is illegal, immoral, unsafe, or likely to invalidate the School's insurance.

5.4.3 The Hirer shall not exceed the maximum occupancy limits for any area being used.

5.4.4 The Hirer shall obtain all licences, permissions and approvals required for its activities, including licences relating to entertainment, copyrighted material, performances and intellectual property rights.

5.4.5 Access shall be limited to the facilities and areas specified in the booking confirmation unless otherwise agreed by the School.

5.5 Health, Safety and Safeguarding

5.5.1 The Hirer is responsible for the health, safety and welfare of all participants, spectators, employees, contractors and visitors attending the event or activity.

5.5.2 The Hirer shall undertake appropriate risk assessments for all activities and provide copies to the School upon request.

5.5.3 The Hirer shall comply with all applicable health and safety legislation and any instructions issued by the School.

5.5.4 Where activities involve children under the age of 18 attending without a parent, guardian or other responsible adult, the Hirer must have appropriate safeguarding and child protection arrangements in place.

5.5.5 Copies of safeguarding and child protection policies and procedures must be provided to the School no later than 10 working days before the start of the hire period. Failure to provide these documents may result in cancellation of the booking.

5.5.6 The Hirer shall ensure that all personnel involved in regulated activities possess any legally required safeguarding checks and qualifications.

5.5.7 The Hirer is responsible for reading and understanding the School's emergency evacuation procedures and ensuring compliance in the event of a fire or other emergency. Where appropriate, the Hirer shall ensure relevant personnel are familiar with emergency arrangements and evacuation procedures.

5.5.8 Any accident, incident, safeguarding concern or dangerous occurrence occurring during the hire period must be reported to the School as soon as reasonably practicable. Copies of completed accident reports shall be provided upon request.

5.5.9 Although first aid equipment may be available on site, the Hirer is responsible for ensuring appropriate first aid provision for its activities.

5.6. Insurance and Liability

5.6.1 The Hirer shall maintain appropriate public liability insurance with a reputable insurer for the duration of the hire.

5.6.2 Evidence of insurance must be provided to the School upon request and, where requested, no later than 10 working days before the commencement of the hire.

5.6.3 The Hirer shall be responsible for all loss, damage, injury or claims arising from its use of the premises except where caused by the negligence of the School.

5.6.4 The Hirer shall indemnify the School against all claims, losses, liabilities, costs and expenses arising directly or indirectly from:

- damage caused by the Hirer or its attendees;

- breaches of these terms and conditions;
- negligence or misconduct by the Hirer or its representatives;
- claims made by third parties arising from the hire.

5.6.5 Nothing in these terms limits or excludes liability for death or personal injury caused by negligence or any other liability which cannot lawfully be excluded.

5.6.6 The School accepts no responsibility for loss of or damage to property belonging to the Hirer or any attendee.

5.7. Damage and Condition of Premises

5.7.1 The Hirer shall leave the premises in a clean, tidy and secure condition and restore all furniture, fixtures and equipment to their original position.

5.7.2 The premises must be vacated by the agreed end time.

5.7.3 Additional charges may be applied where the premises are not vacated on time, require additional cleaning, or require reinstatement.

5.7.4 The Hirer shall be liable for any loss of, or damage to, School buildings, facilities, equipment, grounds or property arising from the hire.

5.7.5 Any existing damage identified by the Hirer should be reported to the School immediately and supported by photographic evidence where possible.

5.8. Additional Site-Specific Requirements

5.8.1 Hirers using Northey Avenue playing fields must ensure that vehicles remain within designated parking areas and do not enter playing surfaces.

5.8.2 Hirers using School kitchen facilities must comply with any additional catering arrangements required by the School, including the engagement of authorised catering personnel where applicable.

5.9. Breach and Termination

5.9.1 The School may terminate a booking immediately where the Hirer breaches these terms and conditions or where continued use is considered unsafe or inappropriate.

5.9.2 In the event of termination arising from the Hirer's breach, the School may retain any fees already paid and recover any additional losses incurred.

5.10. Governing Law

5.10.1 These terms and conditions, the hire application, booking confirmation and the School's Premises Hire Policy together form the agreement between the School and the Hirer.

5.10.2 The agreement shall be governed by the laws of England and Wales.

5.10.3 The courts of England and Wales shall have exclusive jurisdiction in relation to any dispute arising from the hire.

6. Safeguarding

The school is dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement of hire that hirers abide by the schools' requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the hire being terminated.

It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space.

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), we will ask for confirmation that the hirers have had the appropriate level of DBS check.

The hirer will be required to have appropriate safeguarding policies in place, including safeguarding and child protection, and shall provide copies of these policies on request to the school.

The hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact Kate Ross KateRoss@suttongrammar.school as soon as reasonably practicable.

The hirer understands that if our school receives an allegation relating to an incident where an individual or organisation is using our school premises for running an activity for children, we will follow our usual safeguarding procedures and inform our local authority designated officer (LADO).

7. Monitoring arrangements

We will review and update this policy when the guidance on which it is based changes, or when this version of the policy otherwise stops being applicable.

Appendix 1: Hire request form

By completing and submitting this form you confirm that you have read and understood our Premises Hire Policy_September 2026 and you will comply with it for the duration of the engagement.

If you have any queries, please contact our lettings administrator Alvin Lau by email: Lettings@suttongrammar.school.

Name of applicant/organization main contact and company number (where applicable)	
Applicant main contact telephone number	
Applicant address (For invoicing)	
Purpose/activity of organisation	
Part of the premises requesting to be hired	
Date and time of first hire. Annual schedule of hire (if applicable)	
Is this a recurring request, or one off? If recurring, indicate the frequency and number of occurrences (e.g. weekly, 10 weeks)	
Agreed Sessional Charge	
Number of expected participants in the activity	
Additional equipment you will require from the school (please note we may not always be able to provide this, but will inform you where this is/is not possible)	
Parking Arrangement. Please note parking on site is limited and we encourage use of public transport.	

Gate Open & Lock Key Holder Agreement	
Confirmation and details of the safeguarding and child protection arrangements you have in place	

Declaration and Signatures

By signing below, the Hirer confirms that they have read, understood and agree to comply with the School's Premises Hire Policy and Terms and Conditions of Hire.

Hirer

Name of Hirer/Organisation:
Position (if applicable):
Signature:
Date:

For and on Behalf of Sutton Grammar School

The School accepts this application subject to the School's Premises Hire Policy and Terms and Conditions of Hire.

Name:
Position:
Signature:
Date:

Please return this form via email to Lettings@suttongrammar.school or to office@suttongrammar.school . We will contact you to discuss your application in more detail and agree to the final terms of the hire arrangement.