

# Premises hire policy

## 2025-2026

<b>Approved by:</b>	Pip Burley	<b>Date:</b> 13/02/2026
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## 1. Aims and scope

The aim of this policy is to;

- Make sure LAMP's premises and facilities can be used, where appropriate, to support community or commercial organisations
- Allow the hiring of the premises without using LAMP's delegated budget to subsidise this
- Charge for the use of the premises to cover the costs of hire and, where appropriate, raise additional funds for LAMP
- Not let any hiring out of the premises interfere with LAMP's primary purpose of providing education to its students
- Hire out facilities in a way that is safe, following government guidelines and LAMP's risk assessment(s)

## 2. Areas available for hire

### 2.1 Available areas

LAMP will permit the hire of the following areas:

- Large Annex
- Small Annex

### 2.2 Capacity and charging rates

The maximum capacity for hiring each area are as follows:

AREA	CAPACITY
Large Annex	30
Small Annexe	5

## 3. Charging rates and principles

### 3.1 Rates

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 LAMP.

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 with a minimum of **30 days' notice**.

A full refund will be issued if we do cancel a hire. LAMP 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 **7days' notice**. If less notice than this is given, the hirer shall not be entitled to a refund.

## 4. Application process

Those wishing to hire the premises should contact LAMP to request a hire request form and read the terms and conditions of hire set out in the appendix of this policy.

The hirer should fill out and sign the hire request form and submit it to LAMP. Approval of the request will be determined by LAMP's Senior Leadership Team.

If the request is approved, LAMP 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 on 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 LAMP or reputational damage may occur.

## 5. Terms and conditions of hire

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

1. "Hirer" means the person or entity identified in the relevant hire request form.
2. The hirer shall pay the full amount as stipulated by LAMP, and shall not be entitled to set off any amount owing to LAMP against any liability, whether past or future, of LAMP to the licensee.
3. The hirer shall occupy the part(s) of the premises agreed upon as a non-exclusive licensee and no relationship of landlord and tenant is created between the hirer and LAMP by this licence.
4. The hirer shall not sub-licence any of the premises under the licence.
5. The hirer shall not use the premises for any purpose other than that agreed upon in the licence, as set out in the hire request form.
6. Any additional uses of the premises not agreed in writing by LAMP will result in the immediate termination of the licence.
7. LAMP shall retain control, possession and management of the premises and the hirer has no right to exclude LAMP from the premises.
8. The hirer shall be responsible for all matters relating to health and safety and shall be responsible for those in attendance during the specified time.

9. The hirer must take out its own public liability insurance with a reputable insurer approved by LAMP and, where requested by LAMP, shall provide a copy of the relevant insurance certificate no less than **10 days** before the start date of the licence.
10. The hirer shall not conduct, nor permit or suffer any other person to conduct, any illegal or immoral act on the premises, nor any act that may invalidate any insurance policy taken out by LAMP in relation to the premises.
11. The hirer shall indemnify and keep indemnified LAMP from and against:
  - a. Any damage to the premises or school equipment;
  - b. Any claim by any third party against LAMP; and
  - c. All losses, claims, demands, fines, expenses, costs (including legal costs) and liabilities, arising directly or indirectly out of any breach by the hirer of the licence or any act or omission of the hirer or any person allowed by the hirer to enter the premises
12. Save that nothing in the licence shall exclude or limit either party's liability for personal injury or death arising from the negligence of either party or any other liability that cannot be excluded by law, LAMP shall not be responsible for any losses of a direct or indirect nature, and its maximum liability to the hirer shall not exceed the total fees paid or to be paid to LAMP by the hirer under the licence.
13. Any cancellations by LAMP made with at least **30 days** notice will be refunded..
14. Any cancellations by the hirer received with less than **7 days** notice will not be refunded.
15. The hirer will read the emergency evacuation procedures and be ready to follow them in the event of a fire or other similar emergency.
16. The hirer will leave the premises in the condition it was found in, leaving the area clean and tidy and not leaving any of their own equipment behind.
17. The hirer will clean their own equipment brought onto the premises, and clean the premises after use.
18. The hirer shall not display any advertisement, signage, banners, posters or other such notices on the premises without prior written agreement from LAMP.
19. If the hirer breaches any of the terms and conditions, LAMP reserves the right to terminate the licence and retain any fees already paid to LAMP, without affecting any other right or remedy available to LAMP under the licence or otherwise.
20. The hirer shall observe the maximum capacity rules of the part(s) of the premises being hired and not allow this to be breached.
21. The hirer will acquire all appropriate additional licences for any activities they are running, including those required for use of any third party intellectual property.

22. The hirer is responsible for carrying out any risk assessments of the premises relating to the activities it is running.
23. The hirer shall comply with all applicable laws and regulations relating to its use of the premises.
24. LAMP's premises hire policy, the relevant hire request form submitted by the hirer and the relevant hire confirmation letter issued by LAMP shall apply to and are incorporated in the licence.
25. This licence shall be governed, construed and interpreted in accordance with the laws of England and Wales.
26. LAMP and the hirer irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising from this licence.

## 6. Safeguarding

LAMP is dedicated to ensuring the safeguarding of its students at all times. It is a requirement of hire that hirers abide by LAMPs' 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 students, for example if the hire occurs during school hours, or when students may be present in LAMP (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 LAMP.

The hirer confirms that, should any safeguarding concerns present themselves during the hire of LAMP premises, they shall contact Sharon Round ([sharonround@lamplearning.co.uk](mailto:sharonround@lamplearning.co.uk)) as soon as reasonably practicable.

The hirer understands that if our LAMP receives an allegation relating to an incident where an individual or organisation is using LAMP 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

LAMP 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

Before filling out a request form, please familiarise yourself with our terms and conditions for the hire of our premises and our rates of hire, which you can find in sections 2 and 5 of this policy. If you have any questions, please contact [Charlotte Rheams \(charlotterheams@lamplearning.co.uk\)](mailto:charlotterheams@lamplearning.co.uk).

Name of applicant/organisation and company number (where applicable)	
Applicant contact details	Address:  Phone no: Email address:
Preferred method of contact	
Purpose/activity of organisation	
Part of the premises requesting to be hired	
Date and time of first hire	
Is this a recurring request, or one off? If recurring, indicate the frequency and number of occurrences (e.g. weekly, 10 weeks)	
Number of expected participants in the activity	
Additional equipment you will require from LAMP (please note we may not always be able to provide this, but will inform you where this is/is not possible)	
Additional equipment you will be providing yourself	
Confirmation and details of the safeguarding and child protection	

arrangements you have in place	
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By signing below, I agree to the terms and conditions set out in LAMP's premises hire policy.

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Please return this form to LAMP office at **Leamington LAMP, Riverside, Adelaide Road, Leamington Spa, CV32 5AH**. We will be in touch to inform you if your application is successful, and if so, details of the full cost and documents that will need to be shared.

