

Nettlebed School & Community Centre

'Meeting the needs of our Community'

High Street, Nettlebed, Henley-on-Thames, RG9 5DA

NETTLEBED SCHOOL & COMMUNITY CENTRE (N.S.C.C.) is managed by a Joint Use Committee with representatives from the School, Parish Council and Friends of Nettlebed School (FONS). The aim of the Committee is to ensure full and appropriate use of the community facilities at times when the school is not being used i.e. evenings, weekends and Bank Holidays during term-time and daily during the school holidays.

USE OF PREMISES

Use of the community premises and its facilities is subject to the following rules and, in the case of hirers, to certain standard conditions incorporated into the hiring agreement. The N.S.C.C. holds a Premises Entertainment Licence.

The community facilities consist of the following:

ROOM	Approx SIZE	FLOOR AREA	CAPACITY
Community Hall	7.4m x 9.5m	70 sq m	130
School Hall	12.6m x 9.5m	120 sq m	240
Combined Halls	20m x 9.5m	190 sq m	370
Kitchen	11m x 3.6m	40 sq m	
Lobby / Toilets		24.5 sq m	
All-Weather Pitch	36m x 18m	648 sq m	30

The N.S.C.C. is a non-profit-making amenity for the benefit of the community; all proceeds from the hire of the premises contribute towards the costs of insurance, heating, lighting and repair and maintenance.

EQUAL OPPORTUNITIES

All applicants seeking to hire the premises shall be treated on an equal basis regardless of sex, race, disability, religion or belief, sexual orientation or gender reassignment. N.S.C.C. will, however, reserve the right to refuse applications where the purpose of the hiring will come into conflict with the School's Trust Deed or the ethos of the school.

COSTS

All bookings are subject to the Nettlebed School and Community Centre's Conditions of Hire. All charges are based on an initial 'core' charge which includes the first hour of use.

A refundable deposit of a minimum of £20 is also charged for cleaning, if required.

Please ensure that you include time for setting up and clearing away.

HOURS

Facilities are normally available for the use of outside hirers between the hours of 5.30pm and 9.30pm on weekdays and at 9.00am to 10.00pm during holidays and at weekends. In exceptional cases, these hours may be extended on application to the Lettings Officer.

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Halls Weekend Charges

SPACE HIRED	CORE CHARGE	HOURLY RATE THEREAFTER
Combined Halls + Kitchen	£22.00	£8.00
Community Hall + Kitchen	£18.00	£6.00
School Hall + Kitchen	£18.00	£6.00

Halls Weekday Charges

SPACE HIRED	CORE CHARGE	HOURLY RATE THEREAFTER
Combined Halls + Kitchen	£18.00	£5.00
Community Hall + Kitchen	£14.00	£4.00
School Hall + Kitchen	£18.00	£4.00

All Weather Pitch

ACTIVITY	CHARGE PER HOUR	MAX No. PLAYERS ON PITCH
Tennis	£5.00	4
Junior Football (to age 14)	£20.00	14
Senior Football	£30.00	12
Junior Netball / Basketball / Hockey	£20.00	14 (up to 30 depending on the activity)
Senior Netball / Basketball / Hockey	£30.00	12

The Walled Garden is available to hire. Prices are available on enquiry, with pricing options if it is used in conjunction with halls, indoor facilities and the All Weather Pitch.

BOOKING

Please contact the Lettings Officer at Nettlebed Community School by email (lbeirne@nettlebed.oxon.sch.uk) or on 01491 641 328 / 07984 055 699.

Enclosed with this information is a Booking Form. Once availability is confirmed, please return it with payment to the Lettings Officer by email (lbeirne@nettlebed.oxon.sch.uk) or at Nettlebed Community School, High Street, Nettlebed, Oxon RG9 5DA.

Payment is to be made by cash or cheques, payable to N.S.C.C.

On confirmation of the booking and on receipt of payment, access codes for the key safe, gates and security alarm (as required) will be issued to the hirer.

The booking form is also available on-line from the Nettlebed Parish Council website (www.nettlebed.org) under 'Community' then 'Community Hall & Sports Pitch'.

DIRECTIONS

Turn into the car park by the Field Kitchen and the pelican crossing on the High Street in Nettlebed. The Community Centre can be accessed through the double wooden gates at the far side of the car park.

PARKING

Hirers may make use of the community car park by the Field Kitchen; please be aware this car park is open to the local community so may be partially occupied. The lower car park provides parking through the double wooden gates. The code to open this gate will be provided on confirmation of the booking and receipt of payment.

Date Reviewed: February 2019

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We ask you to park with consideration for other users of the premises; please do not obstruct the driveway as it provides access for emergency vehicles.

ACCESS & SECURITY

On confirmation of the booking and receipt of payment, access and security alarm codes will be issued for the main wooden gates, the key safe and padlocks for the gates that provide access to the All Weather Pitch. The key safe is found on the wall behind the community entrance to the premises. These keys provide access to the community entrance, toilets, halls, kitchen and cupboard. Please be aware that the hirer is responsible for anyone who enters the premises.

The halls are fully accessible to the disabled and there are appropriate facilities in the lobby area. Two car parking spaces in the lower car park are designated for parking for the disabled.

The halls are equipped with induction loops. Hearing aids should be switched to 'T' to take advantage of this facility.

Security Alarm

On entering the building, the security alarm will beep. The key pad is on the right as you enter the lobby; enter the security alarm code provided. On disabling the alarm, only the community zone alarm is disabled. If any other part of the building is entered, the alarm will be triggered and will sound. In this instance, the Lettings Officer will need to be contacted to re-set the alarm.

Safety Requirements

The school has been granted a Public Entertainment Licence. All conditions attached to the granting of the licence, stage play or other licences must be strictly observed. Nothing shall be done which will endanger the users of the building, or invalidate the policies of insurance relating to it and to its contents. In particular:

- The fire brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Head teacher;
- Performances involving danger to the public shall not be permitted;
- No unauthorised appliances shall be used on the premises;
- All electrical equipment brought into the building must comply with the Electricity at Work Regulations 1989 with a visible sticker confirming PAT testing. The Governing Body and County Council disclaim any responsibility for all claims and costs arising out of or in any way relating to such equipment.
- Highly inflammable substances shall not be brought into, or used, in any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton, hay etc.) shall be erected;
- In the event of an emergency, emergency lighting will come on to enable the building to be evacuated safely. The muster point is in the lower car park.

Emergency Contact Details

- Lettings Officer 07984 055 699

Intoxicating Liquor and Food

No intoxicating liquors are permitted to be brought, sold or consumed on any part of the premises without the hirer obtaining the appropriate licence. The hirer is solely responsible for obtaining an Occasional Licence or Permission for the sale of alcoholic liquor, a copy of which must be given to the Lettings Officer in advance of the event.

No food of any kind may be brought onto the All Weather Pitch.

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No Smoking

There is strictly no smoking in any part of the site or buildings.

Betting, Games & Lotteries

Nothing shall be done on or in relation to the premises or grounds in contravention of the law relating to betting, gaming and lotteries, and the persons or organisations responsible for functions held on the premises shall ensure that the requirements of the relevant legislation are strictly observed.

Loss of Property

The Governing Body cannot accept responsibility for damage to, or the loss or theft of, hirers' property and effects.

GENERAL INFORMATION

- The Halls are divided by a sliding partition which is not to be moved unless training has been provided;
- The kitchen has an oven and warmer cabinet shared with the school and a separate 'Community Corner' with equipped cupboards, fridge-freezer and microwave oven;
- The equipment in the halls may only be used by arrangement;
- The All-Weather Sports Pitch has the advantage of floodlights up to 9.30pm at no extra charge;
- The kitchen safety hatch can be opened; please ensure it is closed before leaving;
- Except in the case of trained guide dogs for the blind and hearing dogs for the deaf, animals shall not be permitted on the school premises.

Heating, hot water & ventilation

Control switches for heating are both halls labelled Plant Extension. Hot water will be provided, heat to the halls is controlled by a thermostat and will only come on if required. Press 'Time' repeatedly for the required length of time and then press 'On/Off' to start.

Control switches programme the ceiling ventilation fans which can be operated using the slide controls for speed and direction.

Ventilation in the kitchen is provided by fans. To switch these on, use the switch in the 'Community Corner'.

Cleaning

You are responsible for leaving the premises in a clean and hygienic state. Suitable cleaning products can be found in the 'Community Corner' cupboard above the fridge freezer in the kitchen. Please use only these to avoid damages to surfaces. Please ensure that all cleaning products are returned to the cupboard and locked away.

The kitchen area is shared with the school caterers, so please ensure hygiene and cleanliness are maintained. Instructions to use the dishwasher and general cleaning requirements are found in the 'Community Corner'.

Hirers must take all their refuse with them.

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Departing the premises

When you are leaving the premises, please ensure:

- All equipment / cleaning products have been stored away as appropriate;
- Heating / ventilation is off;
- Windows / doors are locked;
- Kitchen hatch is closed;
- *Outside lighting is off at the rocker switch but, if required, the push button delay timer can be used;
- Security alarm is reset;
- Keys are returned to the key safe.

*When using the premises after dark, the outside lighting will come on automatically on a time switch. If your hire period exceeds the lighting cut off time, you can use the override switch to the rights of the door. However, if left on, the lighting will remain on all night, so please remember to switch off the override before finally leaving the premises. A time delay switch (approx. 20 minutes) can be used to give you time to depart the premises safely.

If you are leaving the site late at night, please be considerate to the local community. Please be considerate of other users of the premises and leave the venue as you found it.

INDEMINITY & INSURANCE

Lettings are made on the understanding that the N.S.C.C. is indemnified by the Hirer against any loss, damage, costs and expenses during the use of the school premises by the Hirer except where such loss, damages, costs and expenses are directly attributable to the negligence of the employees of the N.S.C.C..

The Hirer must ensure such fire, health and safety and other precautions as are required by the N.S.C.C. are properly implemented and observed. The Hirer must complete an Accident Report Form, found on the community notice board in the lobby, in respect of any accident occurring during a letting. A copy of this form must be given to the Lettings Officer as soon as possible.

It is a condition of hiring the premises that hirers have in place a policy on child protection and that the premises are not used for meetings which might promote extremism.