

LETTINGS POLICY

Reviewed: September 2024
Next Review Date: September 2027
Custodian: Governing Body/Finance and Premises Committee

Signed by the Chair of Governors:	
The governing body reviews this policy every three years. The governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.	

Conditions of Hire

PLEASE READ ALL OF THIS DOCUMENT CAREFULLY YOU WILL BE BOUND BY THESE CONDITIONS

1. Application Form

All applications for the hire of the St Alfege with St Peter's C of E Primary School facilities shall be made through the Premise Manager/School Business Manager via the application form. The person who signs the form must be over 21 years of age. The Headteacher will then approve the booking in the case of short term and one-off lettings, or pass the application to the Governor's Finance & Premises Committee for approval in the case of long-term lettings. The Headteacher and Finance & Premises Committee reserve the right to refuse any application or to cancel a letting.

2. Payment of Charges

In accordance with the scale of charges in operation at the date of use, an invoice will be raised before the date of letting and payment has to made within 30 days of the invoice date (or by the date of letting, whichever is first), by BACS.

3. Cancellations

The school reserves the right at their absolute discretion to cancel a booking should they:

- require the use of the facility or are unable to offer use of the facility, owing to unforeseen circumstances or in an emergency
- be of the opinion that the letting is likely to prove objectionable or undesirable
- be of the opinion that the facilities are unfit for use.

Any cancellation by the hirer must be notified in writing to the Headteacher or School Business Manager.

4. Temporary Closure

In the case of any breakdown or failure of the supply of gas, water or electricity, fire, leakage of water or any accident or occurrence whatsoever rendering necessary the temporary closing of this facility or any interruption due to any repairs or renewals consequent upon any such breakdowns etc. the

hirer agrees the school shall not be liable for any loss or claims arising from such closure. There will be full reimbursement of the letting fee.

5. Key Holders

An appointed person by the school will be responsible for opening and closing the school building. If this time falls outside their core hours, then they must submit a time sheet for the extra hours which will need to be reflected on the Lettings Application, the Invoice and Hirers Agreement prior to payment. Keyholder authorisation will only be given to groups approved by the Headteacher, with named persons per organisation having responsibility. The authorised keyholders will be registered with the school and listed below. Should there be any change, notification must be given immediately to the School Business Manager.

6. Sub-Letting

The hirer shall not assign the benefit or burden of any agreement for hire of the facility or any part thereof or sub-let of the facility.

7. The Limit of Admission

The table at the end of this document outlines the maximum number of persons who may be admitted by the hirer in each individual room/ area and the hirer shall keep a record of the number of persons admitted to be available for inspection at all times during the use of the facility.

8. Improper Use

The hirer shall not use the facility on hire for any purpose other than that specified on the application form.

9. Good Order

The hirer shall be responsible for good order being kept throughout the period of the hiring and shall ensure that members of the group do not cause nuisance or problems to other users of the building/site or to local residents. Failure to comply will result in the hire agreement being revoked and the School may charge the hirer for any expense incurred trying to preserve order.

Hirers intending to play music shall consult the Premises Manager, School Business Manager or Headteacher about appropriate noise levels and noise management. When music is played (subject to the correct Licenses – see clause 14), the hirer shall be responsible for keeping sound volume to a reasonable level ie. Only audible within the confines of the school site.

10. Damage

The hirer shall ensure that no loss or damage is caused to the facility on hire or any part of it, or to the equipment, apparatus or furniture belonging to it. Any accidental breakages and/ or damages to the building, equipment and/or grounds should be reported to the Premises Manager School Business Manager or Headteacher. The hirer shall pay to the School on written demand the cost of reinstating, repairing or replacing any part of the facility or equipment, apparatus or furniture which may be lost or damaged during the course of or in connection with the hiring. The amounts of such cost to be certified by the School whose decision shall be final and binding.

For one off lettings and lettings with more than 30 persons, a deposit of £200 is required which will be returned after the letting, subject to no damage being caused or additional cleaning being required. This is at the discretion of the Headteacher.

11. Domestic Animals

No dogs, cats or other animal shall be allowed to enter the premises without the permission of the Headteacher or Premises Committee. Guide dogs are exempt from this condition.

12. Hawkers and Venders

No unauthorised vender, collector, hawker or canvasser shall be admitted to the School.

13. First Aid and Fire Safety

The hirer shall be responsible for the provision of first aid cover and shall confirm what arrangements are in place for first aid cover with the Headteacher, Premises Manager or School Business Manager.

The hirer shall ensure that members of the group are aware of the fire safety requirements and procedures, including the location of fire exits and the drill in the event of a fire. The hirer shall familiarise him or herself with the location of any fire alarm or firefighting equipment.

There is a small kitchenette available in the staff room but no cooking of food is permitted within the areas of the school building available for hire eg. Barbeques or gas burners are not permitted.

14. Licences

The hirer shall notify the Premises Manager, School Business Manager or Headteacher, at the time of making the booking, on any activities or functions that require or may require a licence. Any licensable activities not covered by the School's Premises Licence will not be permitted unless a Temporary Event Notice is obtained from the Council by the hirer in advance with the consent of the Headteacher or Finance and Premises Committee. The hirer shall ensure that all necessary licences are obtained before the function or activity takes place and that all terms of any licence are complied with.

15. Lost Property

The School will not accept responsibility or liability in respect of any loss or damage to any property or articles placed or left upon the premises by or on behalf of the hirer or any other person. Hirers are advised to take out individual insurance to cover contents.

16. Hirer's Goods and Equipment

Hirers shall provide their own goods and equipment unless other arrangements have been agreed with the Premises Manager, School Business Manager or Headteacher. Any hired equipment being brought onto the premises can only be used with the prior agreement of the Headteacher and/ or Finance and Premises Committee. Hirer's goods, equipment or property may only be stored with prior consent of the Premises Manager, School Business Manager or Headteacher. Any such property or equipment shall be stored entirely at the risk of the owner and the School will not accept responsibility for any loss or damage to any property or equipment stored.

17. Parking

There is limited parking on the school site. No vehicles are allowed in the car park unless agreed and arranged with the Premises Manager, School Business Manager or Headteacher. The School does not accept liability or loss or damage to any vehicle, including bicycles, or its contents when parked on the premises.

18. No Smoking and No Alcohol Policy

Smoking is not permitted anywhere on the school site, and the drinking of alcohol is only permitted in conjunction with any licence obtained.

19. Modification of Conditions

The school reserves the right to modify or vary any of these conditions or regulations or to impose special conditions where the nature of an application in their opinion so demands.

20. Statutory Requirements

The hirer must comply with all statutory requirements relating to the Premises or the purpose of hire, eg smoking, maintenance of fire escape routes.

21. Indemnity and Insurance

The hirer shall indemnify the School from and against:

- all claims, demands, actions and proceedings and any loss, damage or injury which may be brought against or suffered by the School arising from or in consequence of the non-performance of any of these conditions of hire, or for any act of neglect, default or admission by the hirer, his agents or servants and
- all claims, demands, actions, proceedings in respect of the death or the injury howsoever and by whatsoever cause to any person which shall occur or arise from any accident or occurrence while such person is in or upon any part of the premises during the period of hire or in respect of any loss or damage suffered or sustained by any person in consequence of such death or injury.

All hirers shall ensure that they are covered by public liability insurance for the period of hire of the Facilities (£5 million minimum cover). Those hirers who are unable to produce a cover note to this effect will not be permitted to use the premises and their booking will be cancelled.

22. Complaints

Any complaints with regard to the management or control of the premises must follow the relevant procedure.

23. Alterations, Fittings and Decorations

The hirer shall make no alterations or additions to the lighting, heating, fittings, fixtures and other arrangements on the premises. No nails, screws, or similar fastenings will be permitted to be fixed to any part of the building without prior permission of the Headteacher, Premises Manager or School Business Manager. If decorations are put up then this must be done with blu-tac and removed fully after use.

If the hirer wishes to use their own electrical equipment, it must have a current PAT validation (the school can advise on this if required).

Hirers shall clear away, tidy and clean up any mess caused. Because of health hazards, all hirers are asked to remove all waste food from the premises after their letting and dispose of it in the correct bin. All cleaning materials and equipment are to be provided by the Hirer

The School operates a recycling policy and, where waste can be recycled, hirers agree to dispose of waste in the recycling bins provided.

Fire Doors

The fire doors in the School must remain closed at all times and only opened in emergencies. Internal and external access to the fire doors should be left clear at all times.

24. Amendments and Additions

The Headteacher, Premises Manager or School Business Manager reserve the right to amend the terms and conditions of hire giving 14 days' notice in writing to the hirer.

25. Signage

The use of banners and signage to promote the hirers activities must be approved by the Headteacher prior to use and will be removed at the end of each letting period. Any signage must not interfere with the school's brand image.

26. St Alfege with St Peter's Church of England's brand image, identity and logo

Hirers are not permitted to use the school's logo or corporate identity including the school's brand colours within their advertising.

27. Advertising

All advertising material (including digital and social networks advertising) that uses the school's name must be approved by a member of the school's governing body. This is delegated to the Headteacher at the first instance.

28. Mission and ministry

The school welcomes the use of the school hall by other Anglican churches.

29. Safeguarding and Child Protection

The Hirer must ensure appropriate safeguarding and child protection policies and procedures are in place, as well as policies and procedures relating to children's safety and any risk assessments. These policies, as well as DBS certificates and other safer recruitment documents required by the Hirer, must be supplied to the School upon request. Adult to children ratios must be adhered to, taking into consideration the age range of the children in their care. Hirers must take all reasonable precautions for the safety of the children as required by the Children's and Young Person's Act 1933 and the most recent version of Keeping Children Safe in Education.

Signed on behalf of the Governing Body of St Alfege with St Peter's Church of England Primary School:

Print Name: _____ Signed: _____ Date: _____

Signed on behalf of the Hirer:

Print Name: _____ Signed: _____ Date: _____

CATEGORIES OF USE

Adult Organisations or Groups for educational use	Parish Organisations
Tutors for extra curricular education	Local government
Professional Use	Training sessions/ courses for education staff
Professionals meetings	Networking groups
Trade Unions associated with education	Commercial and Private Recreational Use
Private Individuals	Groups and organisations
Commercial organisations	Community Use
Parents Association	Affiliated Youth Groups

Charges and Limits to Admission

The PFA (Parents Association) shall use the premises free of charge, as long as it is during a time agreeable to the Premises Manager, School Business Manager and Headteacher, as all their profits are used to support school activities/resourcing.

Community and non-profit organisations e.g. Scouts may be entitled to a discounted rate which should be agreed with and is at the discretion of the Finance & Premises Committee.

Any Professional, Commercial or Private Recreational Hires are subject to a fee calculated using the charges below:

AREA FOR HIRE	MAXIMUM CAPACITY	WEEKDAY HOURLY COST FOR HIRE OUT OF TERM TIME	WEEKEND/ EVENING HOURLY COST FOR HIRE
DEPOSIT FOR ANY AREA	N/A	£200 (if one off hire or over 30 people)	£200 (if one off hire or over 30 people)
SCHOOL HALL Use of the school kitchen with hall	120 persons	£40 £10	£45 £10
COMMUNITY ROOM including kitchen	30 persons	£45	£50
BALL COURT	30 persons	£40	£45
CLASSROOMS	30 persons	£30	£35
MAGIC GARDEN	50 persons	£45	£50

Please note these charges include an admin fee.

The time areas are let by the hirer must include any setting up and clearing up time they require.

Size of interior areas for Hire in square meters

Area	No of rooms	Total Area SqM
Nursery	1	80
Reception	1	57
Year 1	1	58
Year 2	1	54
Year 3	1	50
Year 4	1	55
Year 5	1	72
Year 6	1	50
Main Hall	1	122
Group Learning Room	1	30
Community Room	1	41

Appendices

Appendix A Documents given to the potential hirer

Appendix A Documents given to the potential hirer

**APPLICATION FOR HIRE OF SCHOOL FACILITIES
APPLICANT'S DETAILS**

Name of applicant

Name of organisation

Address of organisation

Post code

Daytime telephone number

Evening telephone number

E-mail address

NATURE OF FUNCTION

Please state purpose of function

For occasional use

For regular use

Day

Date(s)

Date

Date from: to:



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Time required (inclusive):

Times required (inclusive):

from: to:

from: to:

FACILITIES REQUIRED

HALL (Maximum 120)/COMMUNITY ROOM (Maximum 30)/BALL COURT/ PLAYGROUND

Please give particulars

How many people will be attending (maximum numbers)?

Will a charge be made for admission to the event? **Yes/No**

Will the function include public entertainment? **Yes/No**

Do you require furniture (eg tables, chairs)? **Yes/No**

Adult in charge of event:

Contact Telephone number for adult in charge:

Copy of relevant risk assessment attached: **Yes/No**

Copy of Public Liability attached:

DECLARATION

I hereby apply for the use of accommodation as stated on this form. I undertake for and on behalf of the organisation that if granted by St Alfege with St Peter's Church of England Primary School the organisation will comply with the terms and conditions of the letting to which that permission will be subject, of which terms and conditions I have received a copy and read.

I declare that I am 21 years of age or over and undertake that the letting(s) will be under adult supervision throughout.

Signature of applicant Date

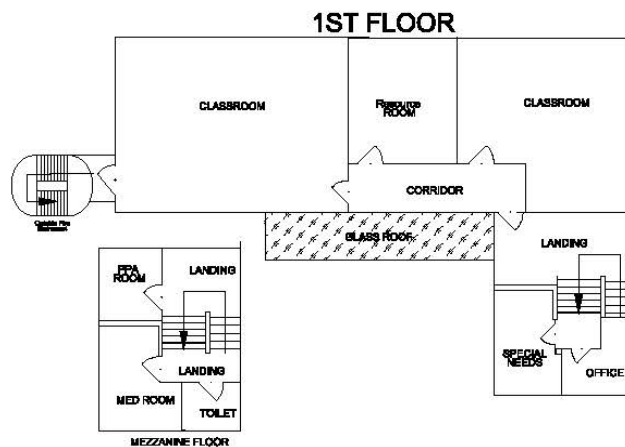
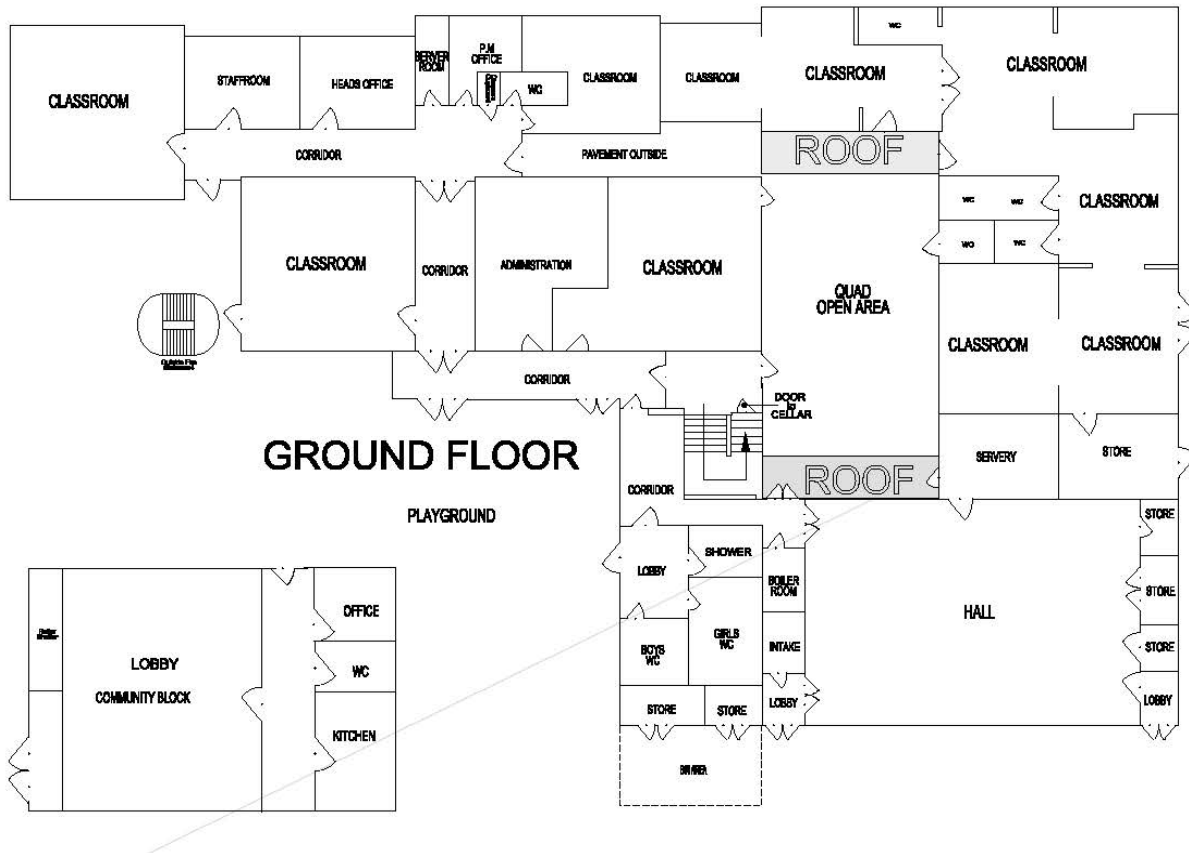
I hereby agree to the lettings

Signature of agent Date



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Complaints Procedure

What if the school has a complaint about our group/organisation ?

If the school has concerns about a let, the following procedures will be followed :-

- 1.The Headteacher or representative of the Governing Body will verbally raise the concern with the named Hirer.
- 2.The situation will be monitored for two sessions to allow the issues to be addressed.
- 3.If the situation remains unresolved, the Hirer will receive written notification of the concern and a further two sessions will be given to allow the Hirer to address the situation.
- 4.If the matter remains unresolved, the Hirer will receive formal written notice of termination of the booking agreement. This will be implemented 72 hours from the date of the letter of notification.

Please Note:

If the Hirer blatantly breaks the conditions of usage, the let will be terminated immediately.

What if I, as the Hirer, have a complaint about my let or booking agreement?

If you as the Hirer, have a complaint or concern regarding your let, the following procedures should be followed:

1. Talk to the Premises Manager, the School Business Manager or Headteacher, and discuss the problem. Allow 5 working days for the situation to be resolved
2. If still unresolved, the Hirer should notify the Finance and Premises Committee of the Governing Body through the Headteacher in writing and allow 5 working days for the situation to be resolved.
3. If still unresolved, the matter will be placed on the agenda of the next appropriate committee of the Governing Body. (If the concern needs urgent attention, a special meeting of this group will be convened.)
4. If still unresolved, the matter will be taken to the next full Governing Body meeting and the Hirer will receive a written response from the Chair of Governors detailing the outcome.

What if a third party complains?

- 1.If the school receives a complaint from a third party, the Governing Body will be notified of the complaint.
- 2.The matter will be investigated by a representative of the Governing Body and a written response will be sent to the complainant.
- 3.If any further correspondence is received, the matter will be placed on the agenda of the next appropriate Governing Body committee. A final response will then be sent by the Chair of the Governing Body explain the final outcome.

St Alfege with St Peter's Church of England Primary School Governors encourage community involvement in school life and seeks to have positive relationships with local community groups. This policy outlines our approach to lettings of our school premises.

1. It is the policy of the Governors that some School Premises and Facilities shall be available for use by outside bodies at the discretion of the Headteacher and/or Finance & Premises Committee subject to said premises not being required for any organised activity within the school and that the purpose of hire is consistent with the school ethos. The Headteacher and/ or Finance & Premises Committee have discretion to refuse permission from any person or organisation who may wish to use the Facilities, particularly those that may bring the school or SDBE into disrepute or compromise school security or Health and Safety and Welfare of staff and children. For the purposes of this policy the premises and the facilities will be referred to as the Facilities. It is a basic principle that the Facilities are provided for use in the normal educational and extra-curricular life of the school, hence any use by external bodies, groups or individuals, will always be of a lower priority than any internal use.
2. For the purposes of this policy, the use of the Facilities by organised bodies formed with the sole purpose of supporting the School will be deemed to be used by the school itself. Use by any other bodies associated with the School e.g. Clubs, Associations, etc will be deemed to be use by external bodies.
3. The use of the facilities by the School will normally not be subject to any charge. Use of the Facilities by external bodies will always be subject to the charges detailed in the lettings policy. The charges detailed will be reviewed annually by the Finance & Premises Committee. The exception to no charges for use by the School will be at the discretion of the Headteacher and Finance & Premises Committee, for example, this would be where Caretaking needs involve significant overtime payments.
4. The booking of all use of the Facilities, both by the School and external bodies beyond those scheduled by the School Timetable and Calendar will be the responsibility of the Headteacher, the Premises Manager or School Business Manager. Once a signed application is received it will be considered by the Headteacher and/ or the Finance and Premises Committee. The School Business Manager will then give written confirmation, after which cancellation will be required if the Hirer no longer requires use of the Facilities. It is the responsibility of all individuals organising events not scheduled but which involve the use of the Facilities, to submit a Letting Application in good time. If notification is not received sufficiently far in advance it is liable to result in the Facilities requested not being available for use.
5. Upon receipt of a Letting Application the Headteacher or School Business Manager will inform the person making the request whether the booking is confirmed or otherwise and the estimated charges involved. Some requests made by external bodies / individuals will require a deposit, as set out in the Conditions of Hire.
6. A member of the Premises team will co-ordinate the let on the day of Hire and shall be the main point of contact. The member of the Premises Team will safeguard the Facilities of the School by all reasonable means during any hiring and will immediately report any damage incurred. Hirers will responsible for providing his/her own stewards for the event and for any breaches of Copyright, Performing Rights and the Betting, Gaming and Lotteries Acts.



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7. In accordance with the scale of charges in operation at the date of use, an invoice will be raised before the date of letting and payment has to be made within 30 days of the invoice date (or by the date of letting, whichever is first); by cheque or BACS. Following the Hiring, the Premises Team member will survey and note the condition of the premises / facilities with the hirer at the end of the event. Your deposit of £200 will be returned after the letting, subject to no damage being caused or additional cleaning being required.
8. The member of the Premises Team has the right to terminate any hiring if, in their opinion it is not being properly or safely conducted.
9. Longer-term lettings will be considered by the Finance and Premises Committee and any special conditions may be added to the lettings agreement. Eg. In exceptional circumstances, if there is a need for the local parish church to use the facilities for their Sunday worship, then there may be a need to alter the times/ areas available for hire to accommodate their Sunday worship. At least one month's notice will be given for this.
10. Any monies received for Lettings will be paid into the School's Delegated Budget/ Governors account and will be used to pay for the costs (i.e. cleaning, energy, staffing, wear and tear) incurred by letting the Facilities.



**St Alfege
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Church of England Primary School

Draft Licence

DATED

The Governing Body of St Alfege with St Peter's C of E Primary School

- and -

(Insert Name)

Licence to use.....

at

St Alfege with St Peter's C of E Primary School
Creek Road, Greenwich, London SE10 9RB

AN AGREEMENT made the DATE

1. PARTICULARS

- 1.1 Licensors Governing Body of St Alfege with St Peter's C of E Primary School of Creek Road, Greenwich, London SE10 9RB (hereinafter called "the Licensors" which expression shall include its servants, officers and agents)
- 1.2 Licensee (hereinafter respectively called "the Licensee") which expression shall where the context so admits to include their agents employees and persons properly authorised by the Licensee to act on its behalf
- 1.3 Premises The School Hall/The Ball Court/the Community Room (with the exception of the Catering Manager's Office) /Classroom located within the School
- 1.4 Designated Hours Between the hours of and on days
- 1.5 Licence Period the period from and including the date hereof until the date on which this licence is determined in accordance with clause 5
- 1.6 Licence Fee The sum of £. per month payable in advance at the beginning of each month.
- 1.7 Permitted Use To use the premises for
- 1.8 School St Alfege with St Peter's C of E Primary School, Creek Road, Greenwich, London SE10 9RB.
- 1.9 Common Parts such roads, paths, entrance halls, corridors, lifts,

staircases, landing and other means of access in or upon the School the use of which is necessary for obtaining access to and egress from the Premises as designated from time to time by the Licensor

2. LICENCE

- 2.1 Subject to the terms of this licence and in consideration of the payment by the Licensee to the Licensor of the Licence fee the Licensor grants to the Licensee and their appointed staff and pupils the right (in common with the Licensor and all others authorised by the Licensor so far as is not inconsistent with the rights granted) to use the Premises for the Licence Period during the Designated Hours and for the Permitted Use only
- 2.2 The Licensee acknowledges that:
 - 2.2.1 the Licensee shall occupy the Premises as a licensee and that no relationship of landlord and tenant is created between the Licensor and the Licensee by this agreement;
 - 2.2.2 the Licensor retains control, possession and management of the Premises and the Licensee has no right to exclude the Licensor from the Premises;
 - 2.2.3 the licence to occupy granted by this agreement is personal to the Licensee and is not assignable and the rights given in clause 2 may only be exercised by the Licensee and its employees.

3. LICENSEE'S UNDERTAKINGS

The Licensee agrees and undertakes:

- 3.1 To pay the Licensor the Licence Fee
- 3.2 Not to use the Premises in such a way as to cause any nuisance, damage, disturbance, annoyance, inconvenience or interference to the Premises, the School or adjoining or neighbouring property.
- 3.3 Not to do any act, matter, or thing which would or might constitute a breach of any statutory requirement affecting the Premises or main School Building or which would vitiate in whole or in part any insurance effected in respect of the Premises or the School from time to time
- 3.4 To indemnify the Licensor and keep the Licensor indemnified against all losses, claims, demands, actions, proceedings, damages costs, expenses, or liability arising in any way from this Licence or any breach of any of the Licensee's undertakings contained in this Licence.
- 3.5 To supervise all students at all times while in the Premises or the School.
- 3.6 To leave all rooms, including the toilets in a clean and tidy condition at the end of each session.

- 3.7 To ensure that suitable arrangements are in place for the safe entry and exit from the Premises and School buildings for all students and other persons authorised by the Licensee to be on the Premises.
- 3.8 In respect of Breakfast or After School Club Provision in the community room, ensure that no more than 24 students attend the club at any time and that adult supervision is provided at all times, and that the DfE guidance is followed in respect to adult/child ratios.
- 3.9 To ensure that only duly authorised staff of the Licensee are allowed in the Premises or School during the Designated Hours and to ensure such people display suitable staff badges or ID and will make their presence known to other users of the School.
- 3.10 To pay employees the London Living Wage.
- 3.11 To ensure that all persons authorised to be on the Premises by the Licensee are fully aware of what to do in case of emergency, the location of all designated escape routes and the evacuation point within the playground or such other location as advised by the Licensor,
- 3.12 The Licensor and its duly authorised officers and agents shall be free to enter upon the Premises without prior notice.
- 3.13 The Licensee is not to carry out any alterations to or affix anything to the interior surfaces of the Premises.
- 3.14 At the expiration of the Licence the Licensee is to leave the Premises vacant and pay the Licensor's costs, including all reasonable professional fees for making good any damage caused.
- 3.15 Every person authorised by the Licensee who enters the Premises shall comply with any requirements or instructions which may be given by the Licensor or its employees or agents. Any person who enters the Premises on behalf of the Licensee shall leave immediately on being required to do so by the Licensor.
- 3.16 To effect suitable Public Liability Insurance in an adequate sum for all activities carried out by the Licensee while on the premises and to provide a copy of the policy and receipt for the current premium if so requested by the Licensor.
- 3.17 To ensure that all requirements relating to Disclosure and Barring Service checks are fully complied with and to provide full details of these to the Licensor, including details of staff changes.
- 3.18 In the event of any dispute the decision of the Licensor will be final.
- 3.19 To keep the Premises clean, tidy and clear of rubbish.
- 3.20 Not to make any alteration or addition whatsoever to the Premises.
- 3.21 Not to obstruct the Common Parts, make them dirty or untidy or leave any rubbish on them.
- 3.22 Not to apply for any planning permission in respect of the Premises.

4. Replacement of Equipment

'Equipment' means kitchen equipment such as fridge, freezer, cooker, microwave, furniture, fixture and fittings. In the event of breakdown of any item of equipment beyond repair, the school shall replace the item and the licensee shall pay 50% of the replacement cost or 50% of the repair cost on demand supported by a copy invoice or other evidence of the relevant expenditure.

5. Termination

5.1 The licence to occupy granted by this agreement shall end on the earliest of: DATE, and thereafter it is terminable on three months' notice by either party.

5.2 The Licensor giving notice to the Licensee at any time of breach of any of the Licensee's obligations contained in clause 3

5.3 Termination is without prejudice to the rights of either party in connection with any antecedent breach of or other obligation subsisting under this agreement.

6. GENERAL

6.1 The Licensor gives no warranty that the Site is legally or physically fit for any specific purpose

6.2 The Licensor shall not be liable for damage to any property of or for any losses claims demands actions proceedings damages costs or expenses or other liability incurred by the Licensee or their agents in the exercise of the rights granted by Clause 2

6.3 All notices given by either party pursuant to the provisions of this Agreement shall be in writing and shall be sufficiently served if delivered by hand or sent by recorded delivery to the other party at its registered address or last known address, the notice period being three months.

6.4 A person who is not a party to this agreement may not enforce any of its terms under the Contracts (Rights of Third Parties) Act 1999.

6.5 This licence and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

AS WITNESS the hands of the Parties hereto

Signed: Date:



**St Alfege
with St Peter's**
Church of England Primary School

For and on behalf of

Licensee

Signed: Date:

For and on behalf of

The Governors of St Alfege with St Peter's C of E Primary School