



FACILITY HIRE BOOKING PACK

Welcome to the Oasis Academy Isle of Sheppey facility hire booking pack.

This pack aims to give you all the information you need as a potential hirer of the facilities. The academy has a wealth of facilities for community use. This includes several specialist/technical areas, classrooms, meeting spaces, lecture rooms, exhibition, and performance areas available as well as extensive sporting facilities to let at very competitive prices.

Classrooms:

- Learning spaces with latest technology
- Lecture rooms with overhead projectors
- Exhibition rooms

Sports facilities include:

- 100 metres fully marked 3G football pitch, fully floodlit
- Multi sports hall with cricket nets, badminton, table tennis, basketball, Futsal
- Activity room for dance/ fitness coaching
- Fitness suite
- Tennis courts
- Outdoor cricket nets

Performing arts centre:

- 250 seat theatre, equipped with surround sound audio and stage lighting.
- Cinema
- Dance studios
- Music rooms/choir room
- Recording studio
- Practice rooms

Specialist and technical areas:

- Fully equipped art rooms
- Food technology rooms
- ICT suites
- Function areas where we can cater for weddings and parties
- Open spaces for camping and overnight stays.

This pack contains the booking form, and the terms and conditions of hire.

We look forward to welcoming you to our facilities.

Executive Principal – Mr A Booth

Oasis Academy Isle of Sheppey
E: office@oasisisleofsheppey.org

Minster Campus: Minster Road, Minster-on-Sea, ME12 3JQ
Sheerness Campus: Marine Parade, Sheerness, Kent, ME12 2BE
Tel. 01795 873 591

www.oasisacademyisleofsheppey.org



LETTINGS APPLICATION FORM

Return completed forms to: Eddy McEntire, Lettings Manager, Oasis Academy Isle of Sheppey,
 Minster Road, Sheppey, ME12 3QJ
 E: eddy.mcentire@oasisisleofsheppey.org

Accommodation / Facilities Required	Purpose of hire	Day of week	Dates required		Times required *	
			From	To	From	To
* Please indicate times allowing for setting up and departure from the site.				Consecutive lets (10 lets or more)? YES / NO		
Hirers must provide Affiliation numbers _____ Hirers must provide proof of insurance _____ If working/coaching under 18s we require DBS numbers _____						
Name of applicant..... Telephone No. (Office hours) Full postal address Email Address..... Name of organisation Details of organisation..... Is the organisation a Registered Charity? YES / NO If YES state registration number..... Is the organisation entitled to Concessionary charges? YES / NO If so: Community YES / NO Club YES / NO I personally agree to be responsible for the fees charged in respect of this letting. I have read the terms and conditions of letting and will observe them. Signature of applicant: _____ Date: _____						

Executive Principal – Mr A Booth

Minster Campus: Minster Road, Minster-on-Sea, ME12 3JQ
 Sheerness Campus: Marine Parade, Sheerness, Kent, ME12 2BE
 Tel. 01795 873 591

www.oasisacademyisleofsheppey.org



Payment details (To be completed by the Academy)		Lettings Manager informed	
		Caterers informed	
Price per hour		DBS numbers received	
Deposit if required		Safeguarding received if required	
Balance paid		Insurance checked and copied	

LETTINGS TERMS AND CONDITIONS

The use of the Academy premises is permitted by the Academy on the understanding that the following rules are always adhered to. Failure by the hirer to comply with any of the following regulations where applicable, whether intentionally or not, may be deemed by the Academy to be just cause for the immediate cancellation of any lettings or series of lettings.

Application

1. All applications must be on the form provided by the Academy and must be completed in full.
2. Applications will be accepted for a maximum period of one year between the first day of September of one year and the last day of August of the following year.
3. The applicant signing the form, on behalf of their organisation, (then known as the Hirer) is responsible for ensuring that all terms and conditions of the lettings policy are adhered to.
4. The Hirer must be over 18 years of age. Once the Hirer is accepted to use the Academy premises, they are bound by all terms and conditions of usage of the premises.
5. The Academy has the right to vary these terms and conditions at any time. The hirer may not assign or sublet the premises. All lettings must be approved. No letting shall be considered approved, or any change confirmed until this has been confirmed in writing by the Lettings Manager.
6. The Academy may cancel or pause a letting at any time for Academy use; either the fee will be refunded, or an alternative date offered, except in the case of misconduct.
7. The Academy reserves the right to impose special conditions in respect of any letting, series of lettings or class of lettings to protect its pupils, employees, or property. The Academy may exercise this right or authorise any other person to do so. Special conditions will be notified to hirers and may include any requirements considered by or on behalf of the Academy to be desirable...

Executive Principal – Mr A Booth

Minster Campus: Minster Road, Minster-on-Sea, ME12 3JQ
 Sheerness Campus: Marine Parade, Sheerness, Kent, ME12 2BE
 Tel. 01795 873 591

www.oasisacademyisleofsheppey.org



Facility uses.

1. The hirer shall ensure there is a responsible adult present and able to always supervise during the letting. No person under the age of 16 years is permitted on the premises without adequate adult care and supervision.
2. The hirer is required to pay to the Academy the cost of making good any damage to the property or to any fittings, fixtures, sports or other equipment or property which may result from the letting. Any damage arising from the hire must be reported to the Lettings Manager. The hirer is required to clear away any rubbish and leave the premises and / or grounds in the condition in which they were found. The hirer shall be responsible for reimbursing the Academy Council for any additional costs incurred in cleaning the premises and / or grounds after.
3. No desks, fixed furniture or equipment that may be in the accommodation hired shall be used or moved without prior approval of the Academy. Any movement of furniture required must be undertaken by the hirer under the direction of the caretaking staff of the Academy. Standing on seats, furniture, and windowsills etc. is not permitted. Any furniture used must be returned to its original position at the end of the hire period. No additional staging, curtaining, scenery, fixtures, fittings, or decorations may be installed without the previous consent in writing of the Academy any such alterations and additions.
4. Smoking is not permitted in any part of the building or grounds.
5. Alcohol is not permitted in any part of the buildings and grounds.
6. The Academy does not give any guarantee as to the standard of the pitch or field nor to the maintenance or improvement of this standard during the season. The hirer shall be aware of the condition of any pitch or field upon submitting their application and such application will be deemed to be for the pitch or field as seen. The Finance Manager or Site Manager shall deem whether any pitch or field is fit for use and their decision shall be final.

Executive Principal – Mr A Booth

Minster Campus: Minster Road, Minster-on-Sea, ME12 3JQ
Sheerness Campus: Marine Parade, Sheerness, Kent, ME12 2BE
Tel. 01795 873 591

www.oasisacademyisleofsheppey.org



SAFEGUARDING AND CHILD PROTECTION

Hirers who are using the Academy premises to provide activities for young people aged 16 and under must provide the Academy with a copy of their Safeguarding and Child Protection Policy. Hirers are reminded that Academy facilities may be used for a range of activities with users arriving and leaving at varying times. Hirers are responsible for the safeguarding of all young people for whom they are providing activities while those young people are on Academy premises.

FIRE SAFETY

Hirers' induction will include instructions on evacuating the building. Hirers are responsible for ensuring all adults and children involved in their activity leave the building as quickly as possible. Adults waiting for their children in the public atrium area of the Academy do so at their own risk but will be evacuated by Academy site staff.

CHARGES

1. All charges must be paid within 30 days of the invoice date.
2. Hirers wishing to apply for concessionary charges must provide a copy of their constitution or evidence of their charitable status. Charges will be made at rates which will be determined from time to time by the Academy and shall be liable to change without prior notification. In cases where the incorrect charge has been quoted, the Academy reserves the right to charge the correct rate.
3. The Academy does not undertake to refund any charge on cancellation of a booking by the hirer unless 21 days' written notice of the cancellation has been given in writing.

Executive Principal – Mr A Booth

Minster Campus: Minster Road, Minster-on-Sea, ME12 3JQ
Sheerness Campus: Marine Parade, Sheerness, Kent, ME12 2BE
Tel. 01795 873 591

www.oasisacademyisleofsheppey.org

PRICE GUIDE

- Prices for one-hour hire (**Excluding VAT**)
- 10 sessions booked and paid for in advance are VAT free.
- Prices below are current.
- Inclusive of cleaning

Facility	Per hour
3G Asto turf football pitch.	£80
3G Astro turf football pitch ½	£40
3G Astro turf football pitch, football match	£80
East site sports hall	£40
West site sports hall	£40
Cricket nets	£30
Activity suite	£30
Grass football pitch, Football match Adult	£50
Grass football pitch youth 11 v 11	£30
Grass football pitch youth 9 v 9	£30
Grass football pitch youth 7 v 7	£30
Open spaces	£50
West Dance studios	£30
Theatre	£50
Music rooms	£30
Teaching spaces no ICT	£30
Teaching spaces with ICT	£40
Technical rooms	£30
Art Rooms	£30
Food tech rooms	£40
Auditorium	£50

Executive Principal – Mr A Booth

Minster Campus: Minster Road, Minster-on-Sea, ME12 3JQ
 Sheerness Campus: Marine Parade, Sheerness, Kent, ME12 2BE
 Tel. 01795 873 591

www.oasisacademyisleofsheppey.org



EXPECTATIONS:

This page represents an agreement between the hirer of the facilities and the Academy, it sets out the expectations we have of the hirer and what the hirer can expect from the Academy.

From Us, the Academy:

- To be available should you have a problem.
- To ensure litter is cleared at least once a day.
- To ensure equipment is checked and maintained every month.
- To ensure areas are accessible for your given time.
- To raise standards and repair faults as quickly as possible
- To listen to any issues, you may have regarding our facilities.

From You, the Hirer:

- To respect other users of Oasis Academy Isle of Sheppey
- To respect the facilities of Oasis Academy Isle of Sheppey
- To place all litter in the bins provided
- To adhere to allocated time slots.
- To check your areas are clear of any items/litter upon leaving.
- Not to use foul or abusive language, or act in a way that is deemed inappropriate in a school setting.

Executive Principal – Mr A Booth

Minster Campus: Minster Road, Minster-on-Sea, ME12 3JQ
Sheerness Campus: Marine Parade, Sheerness, Kent, ME12 2BE
Tel. 01795 873 591

www.oasisacademyisleofsheppey.org



VAT

Oasis Community Learning is VAT registered, and therefore VAT is chargeable on lettings. A concession applies to consecutive lets – income is exempt if facilities are granted for a series of ten or more periods to a club, school or an organisation or association representing affiliated clubs or constituent associations where:

- Each period is for the same activity carried out at the same place.
- The period between each let is no less than one day and not more than 14 days.
- Payment is required for the whole series of lets and is evidenced by a written agreement.
- The user has exclusive use of the facilities.

Contact Information

Letting's contact / Eddy McEntire.

E: Eddy.Mcentire@oasisisleofsheppey.org

m. 07484 670314

Finance/ Louise Link

E: Louise.link@oasisisleofsheppey.org

Executive Principal – Mr A Booth

Minster Campus: Minster Road, Minster-on-Sea, ME12 3JQ
Sheerness Campus: Marine Parade, Sheerness, Kent, ME12 2BE
Tel. 01795 873 591

www.oasisacademyisleofsheppey.org