



Premises Hire Policy

Temple Grove Academy

Document Detail	
Policy Reference Number:	TGAGENPOL6.1 Premises Hire_2023.2024
Category:	General
Statutory (Y/N)	No
Author:	K de Freitas
Status:	Approved
Linked Governor:	
Date Approved:	August 2023
Issue Date:	August 2023
Next Review Date:	August 2024



Contents

1. Aims and scope	2
2. Areas available for hire	3
3. Charging rates and principles	4
4. Application process	4
5. Management of the Lettings	5
6. Safeguarding	5
7. Monitoring arrangements	6
Appendix 1: Lettings Application Form for Temple Grove Academy.....	7
Lettings Terms and Conditions of Hire.....	9
Statutory Requirements	12
Notes.....	13

1. Aims and scope

1.1 We aim to:

- Make sure the school's premises and facilities can be used, where appropriate, to support community or commercial organisations
- Allow the hiring of the premises without using the school'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 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)

1.2 Definition of a Letting

A letting may be defined as *“any use of the school premises (buildings and grounds) by either a community group (such as a local music group or football team), or a commercial organisation (such as the local branch of ‘Weight Watchers’)”*.

A letting must not interfere with the primary activity of the school, which is to provide a high standard teaching and learning environment for all its pupils.

Lease arrangements and Partnership Agreements are subject to separate policy guidance.

Use of the premises for activities such as staff meetings, parents' meetings, Board of Trustees/Local Governing Body meetings, out of school hours learning / study support activities or any other extended services which support the raising of attainment and achievement, fall within the corporate life of the school. Costs arising from these uses are therefore a legitimate charge against the school's delegated budget.



2. Areas available for hire

2.1 Available areas

The school will permit the hire of the following areas:

Main building hall	Playing fields x 2
Hub building hall	Asphalt Playgrounds x 3 (Infant, Top and Bottom)
Library	Forest School area
Music Room	Meadow garden
Classrooms	TGAT Meeting room

2.2 Capacity and charging rates

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

Area	Capacity	Cost
Main building hall 192m ²	300 people seated in cinema style	£13.50 per hour
Hub building hall 180m ²	250 people seated in cinema style	£13.50 per hour
Library	15 - 20 people seated	£13.50 per hour
Music Room	25 people seated	£13.50 per hour
Classrooms	25 people seated	£13.50 per hour
Playing fields x 2	2 full football fields	£13.50 per hour per field
Asphalt playgrounds x3	Infant (Entrance from Greggs Wood Road) Top (Gated) Bottom (Gated)	£13.50 per hour per playground
Forest School area	Max 15 students per session plus trained Forest school leaders	£15 per hour
Meadow Garden	20 – 30 people seated	£13.50 per hour
TGAT Meeting room	10 – 15 people seated conference style	£13.50 per hour

The letting of these facilities is exempt from VAT.



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 if the facilities are used during school holidays or bank holidays.

3.2 Cancellations

We reserve the right to cancel any agreed hiring with a minimum of **48 hours'** notice.

A full refund will be issued if we do cancel a hire. 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 **48 hours'** notice. If less notice than this is given, the licensee shall not be entitled to a refund.

3.3 Review

The revenue raised from hiring out will be reviewed by the Chief Financial Officer/SBM and Chair of Governors and will be fed into the school's financial reporting, to ensure best value is being achieved.

4. Application process

Those wishing to hire the premises should fill out the 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 the school office. Approval of the request will be determined by the Chief Financial Officer/SBM and the Headteacher.

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. A **50% deposit** will be required to secure any booking at least **48 hours** before the requested 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 need to provide proof of its public liability insurance, valid DBS for all responsible persons on site, and their safeguarding policy (if working with children and/or vulnerable adults). In addition, the hirer will be required to read, and agree to the school safeguarding policy and fire evacuation policy and attend an induction regarding the procedures and expectations of the use of the premises. If keys are required by the hirer to access the site, a **key deposit of £25** per set of keys will be required and a named person per set of keys will need to sign responsibility before these will be handed over at the induction.

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 and does not provide the relevant documentation requested before the intended use of the premises.

Interested parties should be advised that no letting should be regarded as "booked" until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed.



Once a letting has been approved, a letter of confirmation will be sent to the hirer. The letting should not take place until the signed agreement has been returned to the school. The person applying to hire the premises will be invoiced for the cost of the letting as appropriate in accordance with the Board of Trustees/Local Governing Body's current scale of charges. Where possible the school will seek payment in advance in order to reduce any possible bad debts.

The hirer should be a named individual and the agreement should be in their name, giving their permanent private address. This avoids any slight risk that the letting might be held to be a business tenancy, which would give the hirer security of tenure.

5. Management of the Lettings

The Headteacher is responsible for the management of lettings. The Headteacher delegates the day to day administration of the lettings to the School Business Manager, however, retains overall responsibility for the lettings process.

If the Headteacher has any concern about whether a particular request for a letting is appropriate or not, they will consult with the Chair of the Board of Trustees/Local Governing Body to determine the issue on behalf of the Board of Trustees/Local Governing Body.

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 the schools designated safeguarding lead (DSL) which is named on the posters all around the premises 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).

Any organisation submitting a lettings request involving working with children and/or young people must submit to the school a signed copy of their current Child Protection Policy.

All hirers must state the purpose of the hire. Each application will be vetted and any concerns will be reported to the Headteacher prior to approval.

When determining whether to approve an application, the Headteacher (delegated to the Office Administrators) will consider the following factors:



- The type of activity
- Possible interference with school activities
- The availability of facilities
- The availability of staff
- Health and safety considerations
- The school's duties with regard to the prevention of terrorism and radicalisation
- Whether the letting is deemed compatible with the ethos of the school

An application will not be approved if it:

- Is aimed at promoting extremist views.
- Involves the dissemination of inappropriate materials.
- Contravenes the statutory Prevent duty.
- Is likely to cause offence to public taste and decency (except where this is, in the opinion of the Headteacher, balanced or outweighed by freedom of expression or artistic merit).

The SBM/Headteacher will file an incident report form if they have reason to believe that the letting has been used for political purposes not previously authorised, the dissemination of inappropriate material or any other purpose that contravenes the Prevent duty.

Where an individual or group is found to be promoting views in contravention of the school's Prevent duty, the person or group is guilty of an offence, under the Education Act 1996, and liable on summary conviction to a fine. In addition, the school will contact the police who will remove the person or group from school premises.

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.

Any updates to this policy will be shared with the Board of Trustees/Local Governing Body.



Appendix 1: Lettings Application Form for Temple Grove Academy

If you have any questions, please contact Kathryn de Freitas on 01892 520 562 or kdefreitas@templegroveacademy.com

Name of Hirer:	
Address of Hirer:	
Contact Number:	
Email Address:	
<i>Please provide details of contact person if different from above</i>	
Name / Address / Contact Number / Email Address:	

Purpose of Hire:						
Attendees:	Total Number of Attendees:		Number of Adults:		Number of Children:	
SINGLE BOOKING	Date of Booking:		Start Time:		End Time:	
BLOCK BOOKINGS	Frequency / Days					
	Start Date:				Start Time:	
	End Date:				End Time:	
<i>Booking times must allow sufficient time for preparation and clearing away before & after the event</i>						

Facility Required please stipulate the room name:	
Other Arrangements:	
<i>The school does not provide any warranty that the premises, facilities and equipment are suitable for the intended purpose of the hire. The hirer is required to satisfy themselves that their requirements are met and the facilities are fit for purpose.</i>	



Will refreshments be served?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will alcohol be consumed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, will the alcohol be served or sold?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If permitted by the school, the relevant license must be obtained for all events that will involve the sale of alcohol, gambling and public entertainment. Please contact the local licensing authority.</i>		
<p>I have read and accept the terms and conditions and confirm that I am over the age of 18.</p> <p>I hereby apply for the use of the accommodation and facilities stated, and, if my application is approved, I will ensure payment in advance of the charges due and comply with the conditions which I have read.</p> <p>I confirm that I have been given a copy of the school's own Child Protection Policies and Guidelines and will make myself and all other users within my jurisdiction aware of the procedures to be followed in the event of a fire or other emergency evacuation.</p> <p>I confirm that I understand the responsibilities I have related to insurance as set out in the terms and conditions.</p>		
Signed (Hirer):		
Full Name (Hirer):		
Date:		

School Approval:

Signed (School):	
Full Name (School):	
Job Title	
Date:	



Lettings 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.

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 the school, and shall not be entitled to set off any amount owing to the school against any liability, whether past or future, of the school to the licensee.
3. The hirer may be required to pay a deposit in addition to the scale charges, which may be applied in whole or in part to make good any damage.
4. The right is reserved to cancel any hiring without notice where the Governing/Managing Body of the school considers it necessary to do so:-
 - i. in consequence or any outbreak or prevalence of infectious disease;
 - ii. for any other cause outside its control; or
 - iii. because the Governing/Managing Body of the school reasonably believes that an act is likely to be done in the premises which will contravene the Race Relations Act 1976 or prejudice the performance by the County Council of its obligation under Section 71 of the Act to secure that its functions are carried out with due regard to the need to eliminate unlawful racial discrimination and to promote equality of opportunity and good relations between persons of different racial groups.

In such an event, any sum paid by the Hirer will be refunded, but neither the County Council nor any Body responsible for the management of the school shall be held liable or required to pay compensation for any loss sustained as a result of or in any way out of the cancellation of the hiring.

5. The right is reserved to refuse to grant a hiring without giving a reason.
6. 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 the school by this licence.
7. The hirer shall not occupy any part(s) of the premises not agreed upon under any circumstances.
8. The hirer shall not sub-licence any of the premises under the licence.
9. 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.
10. Any additional uses of the premises not agreed in writing by the school will result in the immediate termination of the licence.
11. The school shall retain control, possession and management of the premises and the hirer has no right to exclude the school from the premises.
12. 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.
13. The hirer must take out its own public liability insurance with a reputable insurer approved by the school and, where requested by the school, shall provide a copy of the relevant insurance certificate no less than 10 days before the start date of the licence.
14. 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 the school in relation to the premises.



15. The Hirer shall, if called upon to do so, furnish for approval a copy of the programme of any entertainment to be given by the hirer. In such a case no entertainment shall be given except in conformity with the programme which has been approved.

Failing approval of a programme, the hirer will be allowed to cancel the hiring on payment of the appropriate fees, unless it is decided to remit such fees.
16. The hirer shall indemnify and keep indemnified the school from and against:
 - a. Any damage to the premises or school equipment;
 - b. Any claim by any third party against the school; 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
17. 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, the school 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 the school by the hirer under the licence.
18. Any cancellations by the hirer received with less than 48 hours notice will not be refunded.
19. The hirer will read the emergency evacuation procedures and be ready to follow them in the event of a fire or other similar emergency.
20. 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. Any cost incurred by the school for damage to the premises or furniture and fittings caused by the hirer, will be paid for by the hirer.
21. No nails, tacks. Screws etc shall be driven into or adhesives fixed to any of the walls, floors, ceilings, furniture or fittings.
22. The hirer will clean any bins or surfaces used during the hire period, and return the use of tables or chairs to the designated places that they were found in. Any food or drink brought onto the property is to be removed at the end of the allocated hiring time unless prior written arrangements are made with the SMB and Headteacher.
23. The hirer shall not display any advertisement, signage, banners, posters or other such notices on the premises without prior written agreement from the school.
24. If the hirer breaches any of the terms and conditions, the school reserves the right to terminate the licence and retain any fees already paid to the school, without affecting any other right or remedy available to the school under the licence or otherwise.
25. The hirer shall observe the maximum capacity rules of the part(s) of the premises being hired and not allow this to be breached.
26. 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.
27. Intoxicating liquor shall not be sold, supplied or consumed on school premises except by general or special approval of the Board of Trustees/Local Governing Body and subject to any necessary licence having been obtained by the hirer.
28. The hirer is responsible for carrying out any risk assessments of the premises relating to the activities it is running.
29. The hirer shall comply with all applicable laws and regulations relating to its use of the premises.



30. Subject to the provision of the next paragraph, the hirer shall vacate the premises by 11.00pm unless written authority from the Trustees/Governors (showing the time of extension) has been obtained and shall leave the premises, fixtures, furniture and other property therein in as good order as they were at the time of entry and in as clean a condition as the particular use will allow.
31. The hirer shall ensure that caterers, contractors and others supplying or serving refreshments, or providing decorations etc. comply with all current legislation relating to food hygiene, health, welfare and safety matters and remove from the school premises all their articles and property by midnight on the day of hire if the school is to be used next day, or in any other case by noon on the day following the day of hire, and shall observe and carry out any instructions which may be given to him/her in this connection.
32. Storage facilities cannot be provided. If hirers have been granted permission to leave equipment on premises, they do so entirely at their own risk. Any article or property belonging to the hirer or any caterer or contractor or other person left on the school premises after the hour named above may be removed by the Trustees/Governors and the cost shall be paid by the hirer.
33. Furniture and apparatus may be brought on to the premises at the hirers own risk. Hirers shall not bring on to the premises any article of an inflammable or explosive nature, nor any article producing an offensive smell nor any other substance, apparatus or article of a dangerous nature.
34. The seating accommodation provided is limited to an arrangement so as not to affect the means of escape from the premises and to accord with any approved layout which exists for the premises. This provision is to be made by the Hirer at his/her own expense on approval from the school.
35. Any alteration or addition to the fabric and fittings (including electrical lighting or heating systems) and contents of the premises is strictly forbidden, except with the special approval of the Trustees/Governors which may be given subject to conditions, which the hirer will be required to observe, the approval of a technical officer acting on behalf of the Trustees/Governors and, where necessary, the consent of the electricity supply undertakers. School furniture shall not be moved except by arrangement with the SBM.
36. Staffroom kitchen may be used only for the provision of hot water and the service of light refreshments and only where special approval has been given.
37. If existing stage lighting, spotlights and dimming equipment are required, it is to be clearly stated on the application form. An extra charge may be made for this service and any operation of such equipment shall be carried out by a competent person named and approved in advance.
38. The following special conditions shall also apply when the use of school grounds is permitted for activities of a hazardous nature:
 - i. No treatment shall be given to a floor by the hirer. The wearing of footwear which might cause damage to floors is not permitted.
 - ii. The land (including any building or structure therein) is made available in its existing state and condition and the Trust cannot warrant or represent that it is safe and suitable for the holding of the function or for the admission of the public. The Hirer shall not publish or say anything tending to lead any person to believe otherwise. The Hirer shall have exclusive occupation of and responsibility for the said land during the period that it is used for the function.
 - iii. The Hirer shall secure the removal from the said land, as soon as is practicable after the function of all litter or other rubbish left on the land in the course of or produced by the event, which the Trustees/Governors require to be removed.



- iv. The Hirer shall insure against his/her liability at law for accidents resulting in injury to persons, (including injury resulting in death) or damage to or the loss of property arising from the use of the premises including the liability assumed under the Conditions 9 and 10 foregoing. The amount of the Insurer's liability must be not less than £5,000,000 in respect of any one accident or occurrence and evidence of the insurance must be produced to the Trustees/Governors at least two weeks before the date of the event.
39. A non-commercial hirer will continue to be insured where he/she engages an entertainer, band or group for a specific function. The insurance does not extend to protect the entertainer/band/group and it is the hirer's responsibility to receive confirmation that such entertainment carries its own public liability insurance.
 40. The school's premises hire policy, the relevant hire request form submitted by the hirer and the relevant hire confirmation letter issued by the school shall apply to and are incorporated in the licence.
 41. This licence shall be governed, construed and interpreted in accordance with the laws of England and Wales.
 42. The school 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.

Statutory Requirements

1. The premises hired shall not be used for any "licensable activity" under the Licensing Act 2003 unless the hirer has obtained any necessary licence from the relevant licensing authority for such use.

"Licensable activity" includes:-

- a. the sale by retail of alcohol,
- b. the supply of alcohol by or on behalf of a club to, or to the order of a member of the club,
- c. the provision of regulated entertainment i.e.
 - i. the performance of a play,
 - ii. the exhibition of a film,
 - iii. an indoor sporting event,
 - iv. a boxing or wrestling entertainment,
 - v. a performance of live music,
 - vi. any playing of recorded music,
 - vii. a performance of dance,
 - viii. anything of a similar description to vi, vii, or viii above

where that entertainment takes place in front of an audience with the purpose or including the purpose of entertaining that audience.

- d. the provision of entertainment facilities i.e.
 - i. making music,
 - ii. dancing,
 - iii. entertainment of a similar kind to i or ii above.

2. The hirer shall not use the premises or permit them to be used for gaming or wagering other than lawful gaming carried on in accordance with the provisions of the Gaming Act 1968, or any subsequent Act which in whole or in part replaces it.



(See Paragraph B in “Notes” below).

3. If a Door Supervisor or Door Supervisors are used by the Hirer on the premises then the Hirer must ensure that any necessary licence or licenses have been obtained and are in force during the term of the licence. (See paragraph C in Notes below).
4. The Hirer is required, where appropriate to his/her hiring, and where the premises hired are licensed as described above, to acquaint him/herself with the conditions and regulations subject to which the premises hired are so licensed.

If the Hirer commits a breach during the hiring of any of the conditions attaching to any such licence, or of any, including these, regulations, then, without prejudice to the right of the Trust, acting by itself or through any other appropriate body on its behalf, to enforce any liabilities already incurred by the Hirer under these conditions, the Trustees/Governors reserve the rights themselves or acting as aforesaid to determine the hiring, if still continuing, forthwith, to forfeit all sums paid by the Hirer and to refuse to grant any further application from him/her for the hire of school premises.

5. No person shall give any exhibition, demonstration or performance of hypnotism on any living person at or in connection with an entertainment to which the public are admitted, whether on payment or otherwise, in the said premises.
6. The Hirer is required to comply with the terms of s.12 Children and Young Persons Act 1933 (as amended) and in particular

(a) where there is provided in any building an entertainment for children, or an entertainment at which the majority of the persons attending are children, then, it is recommended that the hirer ensures at least two responsible adults are present and in charge throughout the whole period of hire. It is recommended that one adult is a qualified first aider. It shall be the duty of the hirer to station and keep stationed, wherever necessary, a sufficient number of adult attendants, properly instructed as to their duties to prevent more children or other persons being admitted to the building or to any part thereof, than the building or part can properly accommodate, and to control the movement of the children and other persons admitted while entering and leaving the building or any part thereof, and to take all other reasonable precautions for the safety of the children.

(b) If any person on whom any obligation is imposed by s.12 fails to fulfil that obligation, he/she shall be liable, on summary conviction, to a fine not exceeding level 3 on the standard scale, and also, if the building in which the entertainment is given is licensed under the Licensing Act 2003, the licence shall be liable to be revoked by the Licensing Authority.

(c) A constable may enter any building in which he/she has reason to believe that such entertainment as aforesaid is being or is about to be, provided, with a view to seeing whether the provisions of this section are carried into effect, and an officer authorised for the purpose by an authority by whom licences are granted

Notes

A. The Representation of the People Act 1983 does not allow schools to be used **at any time** as “a Committee Room for the purpose of promoting or procuring the election of a candidate”. The Act does not allow schools to be used **on the day of the poll** for the holding of public meetings in furtherance of any person’s candidature at a parliamentary election or for the holding of public meetings by a candidate at a local election to promote or procure the giving of votes at that election (i) for himself or (ii) if he is a candidate submitted by a registered political party at an election of the London members of the London Assembly at an ordinary election, towards the return of a candidate on that list.



B. Under the Gaming Act 1968 the conditions subject to which premises may be used for gaming carried on at an entertainment promoted for raising money to be applied for purposes other than private gain are as follows:-

1.
 - (a) The game must not involve playing or staking against a bank, whether the bank is held by one of the players or not.
 - (b) The nature of the game must not be such that the chances in the game are not equally favourable to all the players.
 - (c) The nature of the game must not be such that the chances in it lie between the player and some other person, or (if there are two or more players) lie wholly or partly between the players and some other person, and those chances are not as favourable to the player or players as they are to that other person.
2. The game must not be by means of a machine to which Part III of the Gaming Act 1968 applies and must not constitute the provision of amusements with prizes in the circumstances specified in Section 15(1) or Section 16(1) of the Lotteries and Amusements Act 1976.
3.
 - (a) In respect of all games played at the entertainment not more than one payment (whether by way of entrance fee or stake or otherwise) shall be made by each player, and no such payment shall exceed £4.00.
 - (b) Subject to paragraphs 6 and 7 below, the total value of all prizes and awards distributed in respect of those games shall not exceed four hundred pounds.
4. The whole of the proceeds of such payments as are mentioned in paragraph 3 above, after deducting sums lawfully appropriated on account of expenses or for the provision of prizes or awards in respect of the games, shall be applied for purposes other than private gain.
5. The sum appropriated out of those proceeds in respect of expenses shall not exceed the reasonable cost of facilities provided for the purposes of games.
6. Where two or more entertainments are promoted on the same premises by the same persons on the same day, paragraphs 3 to 5 above shall have effect in relation to those entertainments collectively as if they were a single entertainment.
7. Where a series of entertainments is held otherwise than as mentioned in paragraph 6 above:
 - (a) Paragraphs 3 to 5 above shall have effect separately in relation to each entertainment in the series, whether some or all of the persons taking part in any one of those entertainments are thereby qualified to take part in any other of them or not, and
 - (b) If each of the persons taking part in the games played at the final entertainment of the series is qualified to do so by reason of having taken part in the games played at another entertainment of the series held on the previous day, paragraph 3(b) above shall have effect in relation to that final entertainment as if for the words 'four hundred pounds' there were substituted the words 'seven hundred pounds'.
 - (c) Door supervisor licences are not necessary where:
 1. A security guard is performing duties on premises managed or operated by their employer and are not supplied to perform guarding duties for third-parties or customers of that employer.
 2. A steward employed directly in-house and carrying out guarding duties (except if working on licensed premises, in which case a Door Supervisor licence will be necessary).



3. Working in an official capacity at a public venue or event, but only checking tickets, giving directions, providing information and assisting the general public
4. Occasionally required to maintain order and discipline amongst individuals, such as a teacher, but not specifically operating as a security guard
5. Performing security activities that are incidental to a main activity and job, such as a shop assistant who is also responsible for locking up and banking cash at the end of the business day
6. A porter, handyman, or other support staff within the security guarding sector but not engaged to provide security

(d) Licensing:

1. Licences for “licensable activities” under the Licensing Act 2003 are obtained from the local borough or district Council
2. Gaming Licences are obtained from the Gambling Commission at Victoria Square House, Birmingham B2 4BP Tel: 0121 230 6666 Fax: 0121 230 6720