



SCHOOL LETTINGS POLICY

This Policy was approved Governors on:	October 2026
This Policy was shared with staff on:	October 2026
Implementation of this Policy will be monitored by:	SLT
Monitoring will take place at regular intervals	
The Policy will be reviewed annually or more regularly if needed.	
Policy Review Date:	September 2026
Date of next Policy Review:	September 2027

Background

The School premises may be let out to outside hirers to provide extracurricular opportunities for its children (such as externally run after school clubs and FoP events). The aim of this document is to provide guidance and information on such lettings to ensure safety in operation and development of appropriate contracts.

Throughout this document we have referred to the School as “letting” the premises and used the term “hirer” for the person hiring the premises from the school.

Letting of School Premises

This Policy is intended for those lettings that **do not fall under the remit of the current lettings management company**. Provided that there is no interruption to, or curtailment of school use of the premises, part of the school buildings and grounds may be let out to outside hirers before or after the end of the school day in order to satisfy some of the needs of its children and their families.

The School's parents' place a level of trust in activities held on the school site outside school hours and assume a good level of safety as it is on the school premises. However, some activities outside school hours may not be organised by the school. It is important therefore that the school try to ensure that those hiring the premises are competent and safe to do so.

A member of school staff **MUST** be onsite in attendance during the letting.

Health and Safety

The requirements of the Health and Safety at Work Act 1974, and other legislation including, in particular, the Management of Health and Safety at Work Regulations 1999 and Occupiers Liability Acts 1957 and 1984 apply to lettings. It is important that any hirers are made aware of this and of any relevant sections of the school's health and safety policy and that they agree to comply with any safety and security requirements therein, and the conditions of use (see Appendix 1 for the school's emergency operating procedures for outside hirers).

The school will ensure that the premises itself is relevant to the hire. To this end, comprehensive risk assessments are carried out and an adequate health and safety policy is in use. However, the hirers should take responsibility to inspect the access/egress and equipment that is relevant to their hire and make their own decision as to whether they feel it is safe for use.

A fire risk assessment for the school is carried out in accordance with regulations and kept under review.

Before any "Let", the hirer must take steps to ensure that:

- Escape routes are unlocked and unobstructed internally and externally and all doors are easily, and immediately, operable from the inside;
- Safety lighting is in good working order;
- Seating and gangways are arranged so as to allow sufficient space to escape in the event of an emergency;
- When seating is required in the hall, they should be placed in rows of not more than 12.
- Firefighting equipment is properly maintained and available for immediate use;
- First aid provisions are in place.

After the "Let" the hirer must take steps to ensure:

- All electrical appliances and lights are switched off.
- They inform the school staff in attendance that they are finished and leaving the premises. The premises is handed over to the member of school staff in attendance to secure (or in cases where it has been agreed that a non-staff member of staff is not in attendance, that all doors and windows are closed and the premises is left secure).

Hall Capacity

Dining Hall	
Seating (all souls)	263
Standing (all souls)	263
Tables (all souls)	87

Main Hall	
Seating (all souls)	166
Standing (all souls)	166
Tables (all souls)	87

These figures include all souls and are MAXIMUM numbers, and does not take into account gangways and aisles. Gangways and aisles MUST be 1.05m wide or 1.5m for wheelchair access.

The hirer is responsible for making sure that these figures are met. They must also take into account any equipment etc. that is in the hall at the time of hire (if they are unable to abide by the gangway/aisle widths, they must reduce

Parking

The hirer should not assume that they have parking within in the school premises. Any requests for parking on site must be agreed by the school prior to the "Let". This is to ensure good access and egress is maintained for emergency services, and that there is no damage to school property/grounds.

Security

A member of school staff will be present during all lettings.

The following will be considered in advance of agreement of the "Let":

- What the "Let" is to be used for and is it appropriate for the children of the school to be involved.
- How many access points are open
- Damage to or theft of school property through intruders, arson etc.
- Violence

The school remains responsible for locking up the school site and controlling access to visitors.

Emergencies

It is vital that the hirer makes themselves aware of what to do in an emergency.

For those lettings arranged by the school, outside of the remit of the letting management company, the hirer must read and sign Appendix 1 (Emergency Operating Procedures for Outside Hirers). A copy of this will be kept by the School and a copy should be retained by the hirer to show that they have received and understood the procedures and health and safety information.

Supervision of Children

Entertaining children on school premises through lettings needs to be well controlled. The hirer must provide adequate supervision to prevent overcrowding, unnecessary movement, and unruly behaviour. Those adults involved in supervision must be briefed, by the hirer, on emergency procedures and know the action to be taken in the event of an emergency.

The hirer should provide sufficient staff to handle an emergency, and the School staff themselves should not be relied upon.

Where adults who are not school employees are supervising children, the hirer will be responsible for arranging for them to have DBS clearance. In the cases of letting taking place within school opening hours, the school will request to view DBS clearance and photo ID for any non-school employees that will be supervising children on the school premises. The hirer will also be responsible for ensuring that they do not leave the children in their care with adults that have not have sufficient DBS clearance at any time, whether it be during school opening hours or outside of school opening hours.

Safeguarding

The hirer should make themselves aware of the school's Safeguarding Policy and Code of Conduct.

For safeguarding and GDPR purposes, all mobile phones and other photographic devices should be turned off whilst on the school premises between 7.30am and 6.00pm, Monday to Friday. Outside of these times, the hirer must ensure that no photographs are taken of any displays that involve photographs of the children that attend Poverest.

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.

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 School staff immediately or, if outside of school's hours, the school's out of hours safeguarding team on 07749 880032 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).

The school reserve the right on make safeguarding and H&S spot checks on any hire that involves children in regulated activity without prior warning.

First Aid Provision

For lettings that are held during school opening times, a first aid box is available in the main office, each classroom and at the entrances to the playgrounds. Please note that first aid does not cover the administration of medicine.

Hirers must ensure they have a First Aider present at all times sufficient for the activities being undertaken.

Hirers must ensure an adequate number of staff are available during the length of the session so that, in the event of a child emergency, the group are not left unsupervised if the first aider has to go to the hospital with a casualty. Parents should be informed as soon as possible.

For events outside of school opening hours (7.15am to 6.00pm, Monday to Friday) the hirer can arrange for the British Red Cross or St John Ambulance to attend and provide first aid cover.

The school's own employees should not be relied upon as the first aid or supervision provision by someone hiring the premises.

Sports Facilities

The greatest care will be taken to ensure proper arrangements are in place for letting use of any sports facilities, particularly those which are more hazardous equipment, such as gymnasium equipment, trim trails and climbing walls. In the use of these pieces of equipment, the hirer will ensure that they obtain permission from the school and use them in line with school rules.

- The hirer is responsible for ensuring that the event has suitably experienced and competent supervisors and understands their obligations relating to their duty of care.

- The hirer is responsible for checking that the facilities are adequate for their needs and that (including, where necessary, impact surfaces, provision of mats and sports equipment) any relevant regular and systematic maintenance programmes are up to date.

Insurance

The School come under the Government Risk Protection Arrangements for Schools (RPA) liability policies. This only covers Poverest Primary School activities.

The hirer must provide the school with original copies of their public and employers' liability if relevant.

The RPA liability policies do not cover any other individual or organisation against claims as a result of their negligence. The following should therefore be applied to lettings:

- Any damage to the property or contents arising out of the letting must be made good at the expense of the hirer to the satisfaction of Poverest Primary School and/or the London Borough of Bromley as relevant.
- For non-commercial users that do not have their own insurance, the Council has a contingent liability policy. A premium of 10% of the letting fee should be charged to the hirer, in addition to the hire charge. The policy covers the hirer's public liability to a limit of £20million and has an excess of £250 for which the hirer is directly responsible. The premium should be retained within the school accounts and shown correctly within CFR coding's. Full records should be retained, as they are subject to internal audit processes and the Insurance Department will need to see records in the event of a claim occurring.
- All commercial users (a commercial user is regarded as a person/organisation which hires the premises and may make a personal financial gain or business profit from the letting or an organisation which has a separate legal status) **MUST** have their own insurance cover including public liability to a limit of not less than £5 million. **A copy of the insurance schedule should be provided prior to the letting.**

Indemnity

Hirers should sign an Indemnity Form for the use of the premises, see Appendix 3.

Guidance for the Use of Kitchen Facilities

Kitchen and dining room furniture are preserved for the production of school meals and is not necessarily included in the 'let' for other uses or events. Catering staff are responsible for the condition of kitchen and the school are responsible for the condition of the dining room furniture. It is for this reason that the school kitchen is not available for hire through the school. Hire of the dining hall will be restricted.

However, the hirer may be able to contract the schools catering company to provide their services if they so wish. In this instance, the hirer would be responsible for organising and paying for this service directly.

Noise Nuisance

Care must be taken to avoid noise nuisance to the neighbours e.g. discos, fetes etc. Noise levels and location must be carefully considered and the hirer is responsible for controlling the level of noise exercised. As a rule of thumb the noise should not be audible beyond the boundary of the property.

With fetes, often the problems arise from car parking, access and egress, and noise disturbance. Generators located close to neighbouring properties easily cause disturbance. The advice of Planning should be sought if this is going to be a regular event (more than 20 occasions per year).

In the warm weather there is the temptation to open windows and doors but this can cause a nuisance. The advice of the Environmental Health Services can be obtained prior to a letting to ensure compliance.

Premises Licence

Where it is envisaged that a number of entertainment events, either partly or wholly available to the general public, will be held in any one year, (e.g. pantomimes, discos, barn dances, choral evenings, concerts and spectator sports) the school will need to obtain a Premises Licence.

This is a licence for life, subject to annual continuation fee, and is granted pursuant to a 28 day consultation period, by the Local Authority. During this period notices for the attention of the general public, describing the intended activities and hours of operation, are posted at the boundary of the building. Copies of this application are also sent to "Appropriate Authorities", namely Fire Authority, Trading Standards, Environmental Health, Public Safety, Planning, Protection of Children From Harm and Police. All parties, including the public, are able to make representations against the grant of the licence.

(Where alcohol is not included in the application, a fee for the premises licence is not always applicable to schools)

Where the hirer is planning a function for the school users and their families, and is specifically for the benefit of the school, a Licence would not be required. In this instance admission should be by invitation only to prevent ordinary members of the public being admitted.

Temporary Event Notices (TENs)

Anyone hiring the premises to hold an entertainment event (where a premises licence is not in place) and/or supply alcohol by retail, they must apply for a TEN. They must also have the approval of the Head Teacher before arranging for alcoholic drinks to be consumed on the premises.

The person holding the event is responsible for obtaining a TEN and ensuring that its requirements are complied with. This person should be present at all times during the event.

Only the Police may grant a TEN; and only the Police may object to a TEN. However, applications for TENs should be made to the Local Authority, together with a fee, and have to be received by them no less than 10 working days prior to the event. Under no circumstances may a TEN be granted if less than 10 working days are notified. The number of TENs you may be granted are limited in number to twelve per year, and each one lasts for the period stated by the applicant, but not exceeding 96 hours. Further information regarding TENs is available from the Local Authority.

Timings and Dates of Lettings

Timings and dates of lettings will rely on Site Staff availability and attendance rates (see appendix 5).

APPENDIX 1

EMERGENCY OPERATING PROCEDURES **FOR OUTSIDE HIRERS**



Person in charge:

Date issued:

Dining Hall Capacity	
Seating (all souls)	263
Standing (all souls)	263
Tables (all souls)	87
Gangways 1.05m (or 1.5m for wheelchair access)	

Main Hall Capacity	
Seating (all souls)	166
Standing (all souls)	166
Tables (all souls)	87
Gangways 1.05m (or 1.5m for wheelchair access)	

These hall capacities **must not be exceeded** and gangway **measurements followed**.

FIRST AID

The hirer should ensure they have access to a telephone.

The hirer should appoint a qualified first aider to be available to provide first aid treatment and, at least, a basic first aid kit. In the event of a serious incident, which could range from an injury or illness requiring medical treatment to a fatality, the following formal procedures must be followed:

- In the case of children, the parent must be informed of any incident as soon as possible.
- Ensure they have sufficient supervision in case of needing to accompany a child/ren in an ambulance.
- Record any accidents or injuries and ensure they are reported promptly to the school. The School will then follow the Council's incident reporting procedures. In general, most legally reportable accidents will need to be reported to the HSE by the hirer. They will, however, have to be reported by the School if they result from a School work activity, or are due to the state of the premises.

The defibrillator can be found mounted on the wall in the main lobby.

CONTACTING THE EMERGENCY SERVICES

When calling the emergency services, it is important that they are given the full information. Remember, when calling 999 (preceded by '9' if using a school phone) for the police, ambulance or fire brigade, the "control room" for these services may not be local, do not expect the operator to know where the school is. Please give them the full postal address, including the postcode, and ensure that they are aware that the entrance is on **Tillingbourne Green**. Procedure:

- Keep calm, speak clearly
- Give your name – state the service(s) that you require
- Give full name, address (including postcode) and telephone number you are calling from (school number is 01689 816 060)
- Give location, details and time of the accident/incident

- Give the number of casualties and their condition together with the details of any treatment which is being administered or has been given
- Inform them of the access point for the ambulance – to be agreed prior to hire
- Instruct someone should to meet the ambulance on the pavement at the access point which will aid the medics to reach the casualty as quickly as possible

FIRE

The fire alarm sound is a continuous ring which is easily recognised. On discovering a fire the fire alarm must be activated. Do not attempt to tackle the fire unless safe to do so (i.e. the fire can be quickly extinguished with the minimum of risk to self).

It is the responsibility of the hirer to ensure that they and all their own staff/helpers involved understand the following basic fire precaution arrangements and procedures:

- The location of fire alarm call points and how to use them
- The location of fire exits
- The location of fire assembly points
- The location of fire extinguishers and firefighting equipment

A fire assembly point should be allocated. If evacuation is necessary, it is important to remember the following golden rules:

- Don't panic – keep a clear head
- Raise the alarm and call the fire services
- Do not stop to collect personal belongings or allow others to do so
- No heroics – people before property
- Assist visitors and people with disabilities on your way out if needed and if safe to do so
- Close doors behind you
- Where possible use the nearest fire exit
- Take all registers and once at the assembly point account for all participants and staff
- Report any persons unaccounted for to the Fire Brigade
- Do not use any lifts
- Do not re-enter the building or allow others to do so until instructed by the Fire Officer in charge.
- Record any incident or injury and ensure it is reported promptly to the school (and RIDDOR if legally reportable).

Remember it is better to make 100 calls to the emergency services, than everyone assumes that someone else has, and eventually make none!

Any sounding of an alarm (including false alarms) should be reported to the school immediately by calling the school main number and leaving a message if there is no answer.

THEFT

All thefts should be recorded whether from the school or an individual. In the case of an individual, take a record of the name, address and telephone number of the person whom the theft has occurred against. Thefts from the school should be reported to the school at the earliest opportunity. The school or person concerned should be asked if they wish the theft to be reported to the police. While reporting it to the police you should ask for a CAD (incident) number and make a note of the number for future reference.

If there are reasonable grounds to suspect that a particular person may have been involved in the theft then the police must be contacted and the person informed of the course of action being taken.

If the person is still on the premises then they cannot be physically restrained or held against their will, the same is applicable to the person's property or clothing as this constitutes assault.

ASSAULT

Should an actual or alleged assault take place, the most senior person available on site (hirer to decide) should be summoned. The school should be informed immediately by calling the school main number and leaving a message if there is no answer.

The incident should be investigated in an attempt to find the background factors that led to the assault and seek witnesses (names and addresses to be taken).

Where injury is sustained, first aid should be provided and if necessary the ambulance and police services should be called. Report to the school immediately by calling the school main number and leaving a message if there is no answer.

DRUG/ALCOHOL ABUSE

All persons found to be under the influence of drugs and/or alcohol should be asked to leave the premises, and if necessary escorted off the site by the most senior person available (hirer to decided by the hirer). It is important that no one places themselves at risk when dealing with disruptive or threatening behaviour relating from drug or alcohol abuse: in all such cases the police should be summoned.

In serious cases (i.e. unconscious casualty) the ambulance service must be called. During the interim period the casualty should be treated by the qualified first aider arranged by the hirer.

LOST PERSON

Do not request the assistance of members of public in the search i.e.: we have lost a child, has anyone seen them?

Should relatives/lost person not be located after an extensive search it may be necessary to call the police service (i.e. vulnerable persons).

I have read and understood the information provided in the Emergency Operating Procedures and all the relevant risk assessments and sections of the school health and safety policy.

Name:	
Position held:	
Signature:	
Date:	

APPENDIX 2

Application For Use Of Education Premises Poverest Primary School					
Applicants for the use of education premises are requested to submit this form to the Head Teacher at least 21 days before the accommodation is required . If the request is granted, an authority for use of the premises will be issued together with an invoice for payment as appropriate.					
Name of Body making application:					
If Youth Organisation, are you registered with the Borough?			YES ☐	NO ☐	
Nature of Letting (<i>Meeting, Concert, After School Club etc.</i>):					
Number of persons to use the accommodation (<i>Please state whether adults or children under 18</i>):					
Accommodation required (<i>Please be specific, Dining Hall, Main Hall, Playground, MUGA etc.</i>):					
No. required:			Chairs	Tables	
Will intoxicating liquor be served (in no case may it be sold on the premises?)			YES ☐	NO ☐	
Is admission to be charged for the function?			YES ☐	NO ☐	
If so, how much per person?					
Accommodation required on: (Attach separate schedule if necessary)					
DAY	DATE		FROM (TIME) TO		
Name and Address of person responsible for use:					
Day time telephone No					
Name of First Aider present:					
The hirer MUST have public liability insurance with an indemnity limit of not less than £5,000,000. Please confirm that you are attaching a copy of your insurance schedule.				YES ☐	NO ☐
I hereby make an application for the use of the accommodation and facilities stated above and upon application being grant, I undertake to pay in advance the charges in respect thereof and to accept and comply with the Terms and Conditions of Lettings, a copy of which I have received. I declare that I am over the age of 18.					
Signature of Applicant:			Date:		
School/College use only					
Approved ☐	Not Approved ☐	Charge £	p/h	Signature of Headteacher:	
Site staff advised ☐	Lettings Diary marked ☐	Invoice sent ☐	Payment Received ☐		

APPENDIX 3



INSURANCE

Details available on request.

TERMS AND CONDITIONS OF LETTINGS

1. Enquiries for the hire of school premises should be made to The Head Teacher. Applicants are advised to visit the school to ascertain the suitability of the premises for the purpose of hire and consult with the Head Teacher before making application.
2. All applications must be made on the "Application for Use of Education Premises" forms which are available from the school.
3. The School reserves the right to limit the number of people admitted to the premises depending upon the type and size of accommodation hired and in line with Health and Safety requirements.
4. The School reserves the right to cancel the hiring of premises, should the school require the premises for educational or local government purposes or in order that maintenance tasks can be undertaken. Every effort will be made to give at least one week's notice of such a cancellation.
5. The School also reserves the right to refuse without explanation any application and to cancel any hiring at any time without notice. On termination of the hiring under this condition the school shall return to the hirer all or part of any money paid. The school shall not however, be under any liability for any loss incurred by the hirer.
6. The School reserves the right of entry to the premises hired at all times of such officers as they may deem necessary for the proper supervision of the premises.
7. If the hirer intends to use the premises for fetes or similar activities, the hirer must take out a policy of insurance for Public Liability and Damage, in the joint names of both the hirer and the School indemnifying him/her and the school against all claims and proceedings by any person in respect of any damage or injury, including injury resulting in death, arising directly or indirectly from the hirer's use of the premises. Please consult with the RPA's Insurance section to confirm the limit of indemnity in such a policy.
8. Permission to use the premises is personal to the hirer who may NOT therefore assign it or sub-let the use of the premises in any way.
9. The School grounds will not be available to hirers who wish to stage any event using pyrotechnics and the construction of any object with the purpose to ignite such an object.
10. Specialist rooms, classrooms and offices are not available for hire.
11. The hirers shall undertake to see that the premises are used in an orderly way and for the purpose for which they are expressly hired.
12. The School does not accept any responsibility for the loss or damage to any goods, cars or personal effects belonging to the hirer or members of their organisation, association, clubs or to any other person present at the time of hiring.
13. The premises are not licensed for public entertainment and the collection of money for admission cannot be permitted. The entertainments that are permitted on the premises under the terms of hiring cannot therefore be advertised to the general public.
14. Health & Safety precautions must be observed at all times when using the premises.
15. The person or persons hiring the premises for the use of entertainment for children or any entertainment, to which children will be admitted, shall accept full responsibility for all the arrangements made.
16. All hiring is subject to the hirer or his/her authorised representative occupying and using the premises at the stated times.

17. In the case of youth organisations a responsible adult must remain on the premises at all times whilst children are present.
18. The School does not allow any form of gambling to take place on its premises and all fund raising events must be approved before the letting has been confirmed by the school.
19. There will be NO SMOKING within School premises at all times.
20. No intoxicants or alcoholic beverages are allowed on the premises without the authority of the Head teacher and appropriate licenses being obtained.
21. Normally the premises will not be available for hire on Bank and Public holidays or during the school breaks, when maintenance usually takes place. However, the school welcomes enquiries to establish availability at these times, and some bookings maybe arranged depending on the above commitments.
22. All hirers are to ensure that the premises are kept in a clean and tidy state while hiring is in progress, and also to ensure that the premises are left in a similar condition after hiring has taken place.
23. The use of the premises for election meetings under the representation of the People Act will only be granted when the necessary insurance cover has been obtained. Please consult with the RPA's Insurance section to confirm the limit of indemnity in such a policy.
24. The School cannot take bookings that include the hiring of the School kitchen facilities or catering staff.
25. The School does not permit overnight letting at any time.
26. If the hiring finishes earlier than stated, a responsible person must remain on the premises until the Caretaker has secured the premises.
27. A refundable deposit will be required by the school of no less than 40% of total cost of hire. This will be used to cover any breakages or damage that may occur, or any additional cleaning that is necessitated by the Let.
28. In the event of the hirer not arriving within 15 minutes of the start time, unless prior notice is received, the school will be secured and the letting considered to be cancelled. In this event NO refund will be made to the hirer.
29. Full payment of the letting fee and refundable deposit must be made in full in advance of the letting date. If payment has not been received by the school prior to the event the letting will be cancelled by the school.
30. On no account shall hirers offer a gratuity payment to the caretaker on duty for the school. Donations to the school will be accepted through the normal channels, i.e. the School Office.
31. Refunds will only be paid out if cancelled by the hirer with more than 1 weeks' notice or the event is cancelled by the school due to school requirements or Local Government needs.
32. Charges will be reviewed annually by the School Governing Body. Any changes in the charges for regular lettings will be notified to regular hirers as soon as possible after the change has been agreed by the Governing Body.
33. All accommodation will have the use of toilet facilities. Please note that the facility may not be suitable for certain activities and age groups.
34. The school reserves the right to refuse to let their premises to organisations whose actions have shown them to be racist.
35. The School will not be responsible for the promotion and administration of any hirer's events or regular meetings.

36. The hirer should ensure that a member of the group has been designated as First Aider and is competent enough for such a role and its requirements. The hirer will make sure they have a basic first aid box available for use.
37. Hirers must ensure members of their groups are aware for safety of all on site.
38. No dog, cat or other animal shall be allowed to enter the premises without the permission of the Head Teacher. Guide dogs are exempt from this condition.
39. 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.
40. The hirer shall not assign the benefit or burden of any interest he/she may have in the hire of the facility or any part thereof or sub-let of the facility.

GENERAL PUBLIC HOURLY HIRE RATE									
PRICES ARE EXCLUDING SITE STAFF	Mon-Fri 8am-1pm	Mon-Fri 1-6pm	Mon-Fri 6-8pm	Sat 8am-1pm	Sat 1-6pm	Sat 6-8pm	Sun 8am-1pm	Sun 1-6pm	Sun 6-8pm
Hire of school hall	£55*	£55*	£55*	£65*	£65*	£80*	£75*	£75*	£80*
Hire of dining hall (inc mezzanine)	£55*	£55*	£55*	£65*	£65*	£80*	£75*	£75*	£80*
Hire of music room	£35*	£35*	£35*	£45*	£45*	£60*	£55*	£55*	£60*
Hire of staff room	£35*	£35*	£35*	£45*	£45*	£60*	£55*	£55*	£60*
Hire of field and MUGA	£45*	£45*	£45*	£45*	£45*	£60*	£55*	£55*	£60*
Hire of all inside space listed above	£140*	£140*	£140*	£180*	£180*	£240*	£220*	£220*	£240*
Hire of all above	£175*	£175*	£175*	£225*	£225*	£300*	£275*	£275*	£300*
All lettings are subject to availability and attendance of a relevant member of school staff. * This fee is for area hire only, please add school site staff fees as outlined below.									

‘FRIENDS OF POVEREST’ EVENTS

The Governing Body has agreed a set rate of **£1** per event for the FOP. However, if these events run outside of site staff normal working hours, the additional costs must be paid to cover their attendance in accordance with their fees outlined below*.

TERM TIME EXTRACURRICULAR CLUBS RUN SPECIFICALLY FOR POVEREST CHILDREN

The Governing Body has agreed a set rate of **£1** for extracurricular clubs that are run for Poverest children. The above additional payments need to be made to cover site staff that attend outside of school opening hours*.

LONG-TERM LETTINGS

Costs to be discussed and agreed by Governing Body.

*SCHOOL SITE STAFF FEES:

- Monday to Friday/Saturday morning/Saturday afternoon/Sunday morning £50 per session
- Sunday afternoon £90 per session
- Saturday evening/Sunday evening £105 per session

ADDITIONAL COSTS

- Refundable deposit 40% of total hire cost
- Additional charges are made for the hire of subsequent specified areas.

Concurrent long term lets will not be available during school holidays. However, the Governing Body of Poverest Primary School is able to agree to lettings in holiday periods where there is staff availability.

The Governing Body of Poverest Primary School has the discretionary power to reduce the hire fees for Charities and members of the local community who are hiring the facilities for a non-profit making event.

These charges must be paid at least 14 days **before** the letting.

The refundable deposit will be returned to you within 5 days after the date of the let providing all areas have been left in a satisfactory condition with no damage.

Should you require any further information, please contact the School Office.

Governors reserve the right to provide preferential rates to regular hirers of the grounds and buildings.