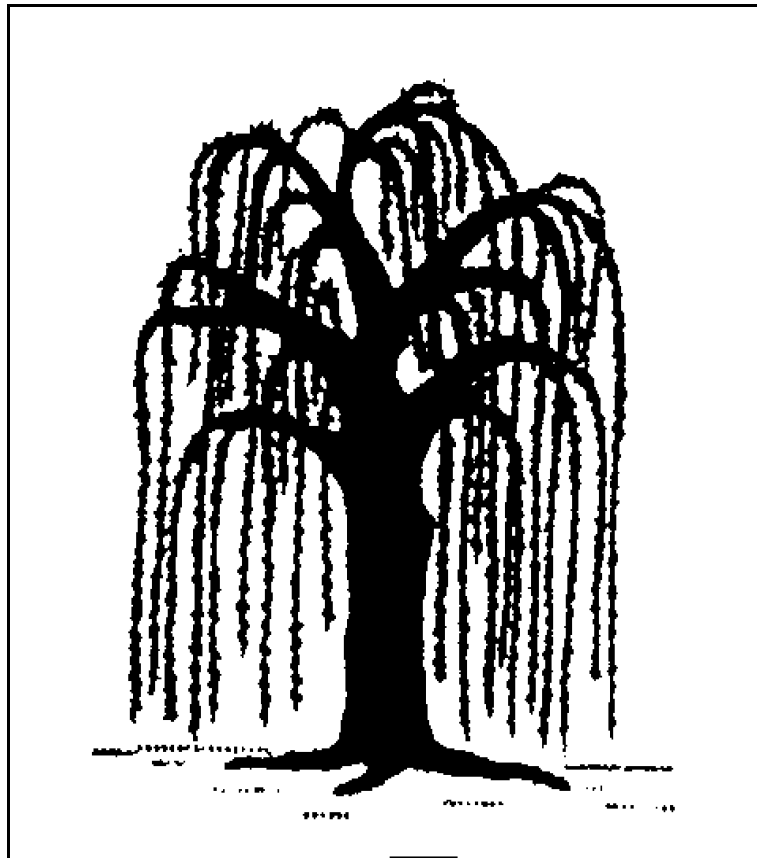


# Willow Farm Primary School



## Lettings Policy

April 2018

# Willow Farm Primary School



## SCHOOL LETTINGS POLICY

		Charges per hour			
		A	B	C	D
School Hall 15 + Persons	Weekday	N/A	£10	£20	£15
	Saturday	N/A	£15	£25	£15
Lodge 10 + Persons	Weekday	N/A	£10	£20	£15
	Saturday	N/A	£15	£25	£15

**Please note:** Each letting will be charged at a minimum of 2 hours.

A – School/PTA use

B – Voluntary Organisations/non-profit making ventures (i.e. Brownies etc)

C – Other/Private Lettings

D – Regular Lettings

**Please read the conditions of hiring on the reverse side of your booking form.**

**The Governors of Willow Farm Primary School have made additional conditions with particular reference to Willow Farm Primary School**

- Includes the use of the car park, opening of school, locking up, heating and lighting
- All lettings must finish by 10 pm.
- No smoking anywhere in the school or within the grounds
- Use of the kitchen for preparing food is not included in the letting.
- Use of the school grounds is not included in the letting.
- Cheques should be made payable to **NCC Willow Farm Primary School**

An additional charge of **£15.00** will be made if the Caretaker is required to be in attendance. It shall be for the Governors to determine whether Caretaker attendance is required (e.g. Discos etc.).

Heating charged at **£11.00** per hour in addition to above fees irrespective of the number of rooms used.

On the back of the lettings Application Form is a list of 'conditions of hiring'. I should like to draw your attention to number 12 and number 17. The latter numbered condition also includes goods left inside a vehicle.