



## St Andrew's CE Primary School Hire of school facilities – charges and information

(From 1<sup>st</sup> September 2022)

St Andrew's offers a range of rooms for hire from our Kemp Hall for larger gatherings, Library, Dining Hall, and several classrooms for smaller group meetings.

### Charges per hour

	Mon-Fri before 6pm	Mon-Thurs after 6pm	Fri 6pm onwards and weekend
Kemp Hall	£30	£40	£50
Classroom	£20	£25	£30
Library	£20	£25	£30
Dining Hall	N/A	£25	£30

### Deposit

Deposit cheque should be made payable to 'St Andrew's CofE School'

For one-off hires, a deposit cheque for £200 is required. This will only be banked in the event of the school incurring costs for additional cleaning or damage as a result of the hire.

### Heating

If the hire is outside normal school hours (8am-4pm on weekdays), and you require the heating to be turned on then there is a one-off charge of £20 for up to 3 hours, and £5 more for each additional hour thereafter.

### Opening/closing

For hires out of school hours, a charge of £20 applies for opening & closing the school for which we use a local security company ProForce.

### Payment

Please pay by bank transfer to - Acc. name 'St Andrews School'

Sort code 60-23-36      Acc. No. 82624623

### Insurance

Hirer's are required to have public liability insurance cover of at least £2m. The school can provide this insurance cover at a charge of 10% of the hire fee.

### Cancellation

If the hire is cancelled with less than 7 days notice then an admin charge of £25 will be applied.

### Terms & Conditions for hirers

I am also sending you our terms & conditions for hiring school facilities and would ask you to read them before the hire.

Once the booking is confirmed and payment received, I will send you further details including the opening and closing process on the day.

### Further information & bookings

Please email Genevieve Mulholland on [sbm@standrews.barnetmail.net](mailto:sbm@standrews.barnetmail.net)