



Oldbury Wells School, Bridgnorth, Shropshire, WV16 5JD

Telephone Number: 01746 765454

LETTINGS CHARGES with effect from 1 September 2016

	Weekday Rates £
West Hall	£24.00 per hour
East Hall/Gyms	£19.20 per hour
East Hall	£19.20 per hour
Classroom	£15.60 per hour
Dance Studio	£15.60 per hour
Football Pitch	£57.60 per pitch
Field	£26.40 per hour
Playground	£12.00 per hour
Kitchen	£30.00 fee
Heating Charge	£10.80 per hour optional (Nov-March)
Sports Hall	Half (2 courts) £21.60 per hour Full (4 courts) £36.00 per hour

Caretaking outside core time charged at:-

Monday – Friday after 9.00 pm Per hour/Part of hour - £15.00

Saturday/Sunday/Bank Holidays Per hour/Part of hour - £20.00

Cancellation charges will be levied if caretaking and cleaning costs are incurred.

Cancellations must be notified by 9.30 am on the day of hire and 12.00 noon Friday for weekends.

A cleaning charge will be imposed if the premises are not left in a suitable condition.

The School is a No Smoking site



OLDBURY WELLS SCHOOL
Application for Hire of School Premises

Details of Hirer Name of Organisation: _____

Name of Responsible Person: _____

Address: _____

_____ Post Code: _____

Position in Organisation: _____

Contact Phone Number(s) _____

I wish to hire the premises as detailed in the attached quotation. I have received a copy of the terms of contract of hire and I agree to abide by them.

I agree to pay all charges which may be due.

I acknowledge that all clubs and regular private hirers must have an appropriate child and vulnerable adult safeguarding policy and/or appropriate DBS checks in place. (Please provide evidence of this)

Copy attached

I acknowledge that my attention has been drawn to the requirement of having a minimum of £5,000,000 Public Liability Insurance. (Please provide a copy.)

Copy attached

I can confirm that the use of the premises will not include the playing of pre-recorded music: **YES/NO (please circle as appropriate)**. ***NB: If you have circled no, under the terms of clause 16 and 18 of the lettings policy, you are required to provide a copy of the Phonographic Performance Licence to authorise the usage of pre-recorded music before this letting can be approved.***

Signature: _____ Date: _____

Letting Agreed on behalf of the Governors by:

Name: _____ Designation: Director of Finance and Business

Date: _____

TOTAL CHARGE:	QUOTATION REF:
RECEIPT NUMBER:	CARETAKERS ADVISED:



OLDBURY WELLS SCHOOL - LETTINGS QUOTATION

FACILITIES REQUIRED

ROOM/AREA	DAY	TIME FROM	TIME UNTIL

SPECIAL SEATING/ROOM ARRANGEMENT, IF REQUIRED – NB you may be charged for this additional service

Caretaking Required Yes / No

Cleaning Required Yes / No

ANY ADDITIONAL EQUIPMENT REQUIRED:

Number of tables/chairs:

ROOM /AREA	CHARGE	DETAILS OF CHARGES
EQUIPMENT		
CLEANING/CARETAKING (If required)		
TOTAL PAYABLE		

BACS Details:

Lloyds Bank,

Sort Code

Account No.

Please make cheques payable to: Oldbury Wells School