



Respectful, Responsible, Remarkable

**Headteacher: Mrs A Chadwick**

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Website: [www.wymondley.herts.sch.uk](http://www.wymondley.herts.sch.uk)

E-mail: [admin@wymondley.herts.sch.uk](mailto:admin@wymondley.herts.sch.uk)

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## **Hire of School Hall and Grounds for Parties**

### **Terms and Conditions**

**(revised September 2024)**

The school hall is available for hire at weekends and school holidays at a rate of £25 per hour (reduced to £20 per hour for block bookings and for families with pupils at school).

A deposit of 50% is requested when the booking is confirmed.

The following terms and conditions should be adhered to when hiring the school facilities.

- Children playing in the hall, grounds and on outside play equipment MUST have adult supervision at all times.
- School equipment, other than tables and chairs, is NOT to be used.
- All rubbish must be cleared away from the school site after the event, floors must be swept and all areas used must be left clean and tidy.

Please complete the following Booking Form and return it to the school office via [admin@wymondley.herts.sch.uk](mailto:admin@wymondley.herts.sch.uk)

### **Building Operating Procedures**

- The hirer should remove any litter from the school after use and ensure building and grounds are left as found.
- Please park in the car park and on the playground if needed (please advise if the playground is required). Do not park on the grass. We do have residents living opposite and would not want to cause them any concern by blocking the road with parked cars.
- A first aid box is located on the stage area in the hall.

**In An Emergency call 999 before ringing the contact numbers for the school listed below:**

**Fire exits** for the school hall are situated via:

- The doors left of stage as you look at it
- Side entrance by kitchen
- On the stage (right as you look at it) through stage storage area.

## **School Contacts**

These numbers are for use **during the times of hire only** and **must remain confidential**

|                          |                       |                      |
|--------------------------|-----------------------|----------------------|
| <b>1. Site Manager</b>   | <b>Joe Dickens</b>    | <b>07599 145 013</b> |
| <b>2. Headteacher</b>    | <b>Ally Chadwick</b>  | <b>07846 631860</b>  |
| <b>3. Office Manager</b> | <b>Steph Chandler</b> | <b>07766 885441</b>  |

### **Fire Precautions**

Fire regulations must be observed at all times.

Fire exits must not be blocked or locked, nor should furniture , equipment or other fire obstructions be placed in front of them during hire period.

Prior to the event, hirers will check with the school in order to familiarise themselves with alarm points, equipment, exits and to ensure that all Fire exit doors are unblocked.

Flammable materials, for example Propane, Butane, and Petrol must not be brought onto school premises.

### **Care of Premises**

Hirers will be responsible for any damages to the premises, fixtures, fittings and displays of work. They may be asked for appropriate indemnity insurance be in place subject to Hire.

All areas must be left as found:

1. Tables used to be wiped clean
2. Chairs used to be stacked (in 6's) and put away
3. Floors swept clean and spillages mopped up (cleaning equipment available on request)

**4. All refuse taken away and disposed of by Hirer (A charge will be added for any refuse left or disposed of in school refuse containers).**

### **Smoking**

There is a strict **NO SMOKING** policy on and around the school site and in the school building.

### **Animals**

No animals will be allowed on the school grounds or in the school building except with prior permission (e.g Guide Dogs will be allowed but suitable arrangements need to be made in advance). This is purely on the grounds of hygiene and welfare of the animal.

# Hire of school facilities

## HALL BOOKING FORM

**IMPORTANT - The Hall must not be used for sports activities eg. football party  
Stage is out of bounds and piano is not to be used. Glitter is not permitted in our school hall**

|  |   |
|--|---|
| <b>Booking Date:</b>   | <b>Today's Date:</b>                        |
| <b>Number attending – Adults:</b>  | <b>Children:</b>                            |
| <b>Name of Hirer:</b>  |   |
| <b>Address:</b>  |   |
| <b>Contact telephone number:</b>   |   |
| <b>Access to hall required</b><br>Please advise if you would like tables and chairs set up for your use (each table seats 6).<br><b>No of tables required:</b> <b>No. of chairs:</b> | <b>Time from:</b><br><br><b>Time until:</b> |
| <b>Total number of hours</b>   |   |
| <b>Kitchen required: Yes / No</b>  |   |
| <b>TOTAL HIRE COST:</b>  |   |
| <b>Signature of hirer:</b>   |   |
| <b>Date:</b>   |   |

**ALL LITTER MUST BE REMOVED AND FACILITIES LEFT AS FOUND**