



St Andrew's CE Primary School

Hire of school facilities – charges and information

(From 1st May 2023)

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	£20	£25	£30

Discounts

- 10% for registered charities
- 10% for families with child currently at St Andrew's

Only one type of discount applies, they are not cumulative. Discount applies to hire fee, not heating.

Deposit

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

For one-off hires, a deposit 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-6pm 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 as well as our Lettings Policy 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.barnet.sch.uk