

BISLEY C. OF E. PRIMARY (VA) SCHOOL

Hawthorn Way, Bisley, Woking, Surrey GU24 9DF

www.bisley.surrey.sch.uk



Headteacher:

Mrs C McConnell MA, BA (Hons), PGCE, NPQH

Telephone: 01483 473341

Email: admin@bisley.surrey.sch.uk

Dear Potential Hirer,

We are delighted that you are interested in hiring our facilities. We have three standard packages, which can be seen below. However, we also arrange bespoke packages to suit.

Package 1	Hall hire	£25 for 2 hours, £30 for 3 and thereafter £12 per hour
Package 2	Field and Green Room	£25 for 2 hours, £230 for 3 and thereafter £12 per hour
Package 3	Hall, Field and Green Room	£40 for 2 hours, £50 for 3 and thereafter £17.50 per hour

If you would like to hire then you need to complete the attached booking form. If the booking is approved then you will receive confirmation and will be asked for payment via bank transfer, cash or cheque. Funds must be cleared prior to the day of hire. If the booking is not approved you will be notified as to why.

Before you book I would like to bring to your attention the following:

- **If you do not have proof of public liability insurance you will be requested to pay an additional £5 for this insurance.** This is not optional.
- **Please make sure you request long enough in your booking to include setting up and clearing/cleaning at the end.** For example, if you request the hall from 10am-1pm the school will be opened at 10am and locked at 1pm. If you are not ready to vacate the premises at the time your booking finishes you will incur an additional charge and may not be permitted to hire again.
- **The premises is a non-smoking site.** Smoking on site or near the school gates is not permitted. **A breach of this will result in immediate termination of hire.**
- **Please do not leave the premises unattended** e.g. do not vacate early before a member of staff is on site to lock up.
- **You must leave the facility in good, clean order as it was at the start of your booking.** Cleaning products will be provided.
- **You MUST take ALL your rubbish with you.** The school bins are only big enough for school rubbish.
- **If you hire the field and the Green Room and it rains we cannot guarantee you hall space as we may already have another booking for the hall.**
- **Please respect our neighbours at all times.** You will have use of the car park and no one should be parking in the cul-de-sac. Please be VERY mindful of noise level.

We offer our facilities at a relatively low hire cost in order to make sure it is affordable for all. Please help to ensure that we can keep these costs low for our future hirers by abiding to the above. If you have any questions please do not hesitate to ask.

Mrs McConnell, Headteacher

