



Bisley C of E (VA) Primary School

[www.bisley.surrey.sch.uk](http://www.bisley.surrey.sch.uk)

Hawthorn Way, Bisley, Surrey, GU24 9DF 01483 473341



### Facilities Hire Checklist

Your school contact for today is.....

Contact Telephone No.....

- ❖ If you have any problems please phone the contact ASAP
- ❖ **The premises is a non-smoking or vaping site. Smoking on site, near the school gates or in the cul-de-sac is not permitted. A breach of this will result in immediate termination of hire.**
- ❖ In the event of a fire please phone 999 first and then the school contact
- ❖ Please only enter the parts of the school agreed before hand
- ❖ If using the staff room as a kitchen please do not let children in the room
- ❖ The school is located in a residential cul-de-sac please respect our neighbours by being mindful of noise levels in the car park and around the bungalows.

#### At the end of your booking:

- ✓ Please make sure that you are ready to vacate the premises at the time your booking finishes. If you are not ready you will be charged an additional £10 per half hour e.g. 5-30 minutes late - £10 / 31-60 minutes late £20 etc
- ✓ If there is something out of your control which means you cannot vacate on time, for example, a bouncy castle cannot be collected on time, please ring the school contact ASAP. You will not be charged for this.
- ✓ Please leave the facility in good, clean order – don't forget to check the toilets!
- ✓ **Please take ALL of your rubbish with you. We do not have the capacity for additional refuse.**

Many thanks – enjoy your booking!