

Newnham Croft Primary School Lettings charges – from September 2025

All charges are per hour	HALL		COMMUNITY ROOM		FIELD/CAGE/PLAYGROUND		EXTRA-CURRICULAR SPACES	
	Commercial	Non-commercial	Commercial	Non-commercial	Commercial	Non-commercial	Commercial	Non-commercial
Daytime to 6pm	£17	£11	£11		£10	£6	£8	£7
Evenings & Saturdays	£30	£22	£28	£20	£13	£11		
Sundays & Bank Holidays	£35	£28	£33	£22	£15	£13		

LETTINGS - TERMS AND CONDITIONS

How to Book

Enquiries should be made to the school office during the school term. Once a date is agreed, you will be sent the link to fill in a Lettings Request form.

Maximum Numbers

The maximum number of people allowed is:

- Hall – 150 people
- Community Room – 30 people
- Music room – 15 people
- ICT room – 34 people
- Field – is at the discretion of the Headteacher

'Responsible Person'

We ask that someone who will be there during the letting appoint themselves as the 'responsible person' and carries a working mobile telephone in order to be in a position to contact emergency services if needed. The 'responsible person' should familiarise him/herself in advance, of all fire exits, location of fire extinguishers and first aid equipment.

Procedure

Once we have received your Lettings Request form, you will receive a confirmation email with details on how to gain access to the school, as there will not be anyone on site. Prior to your letting, you will be given a key and key fob. You must return these to the school after your letting. Failure to do so will result in you bearing the cost of the replacement of the lock and keys/key fobs for our whole staff.

Safeguarding

If the hirer is working with children they shall ensure an appropriate child and vulnerable adult safeguarding policy is in place, and/or appropriate DBS checks.

No Smoking

A no smoking policy applies throughout the school at all times.

Fires and Barbecues

No fires or barbecues are allowed on the premises, except in the designated fire pit areas and with the consent of the Headteacher in advance.

Fireworks

No fireworks are to be brought onto the premises, unless prearranged with the school and subject to the correct permits.

Alcohol

No unlicensed alcohol is to be consumed on the premises. The Headteacher's approval is required prior to obtaining a license to serve alcohol.

Disclaimer

The hirer shall indemnify the school governors and Cambridgeshire County Council against:

- All claims, demands, actions or proceedings in respect of any loss, damage or injury caused by or to, any person or persons which occur in or on any part of the premises
- All claims which arise from any accident or occurrence while any person or persons is on any part of the premises
- Any claims in respect of any loss or damage suffered or sustained by any person by reason of use of the premises by the hirer

Use of the Premises

The hirer must give precise details of the intended use of the hired premises on the booking form. Use of equipment or facilities (e.g. piano, audio visual equipment, play structures), is by special request and should be noted on the Request for Lettings form. The Headteacher reserves the right to refuse any booking considered unsuitable. The school expects the premises and equipment to be used appropriately and in line with school rules. If the Headteacher agrees to use of any equipment, you must be able to visit the school prior to your booking to be shown how to use it.

Electrical Equipment

Any electrical equipment brought on to the school premises is solely the hirer's responsibility and must comply with current safety standards. The hirer is liable for any damage or injury sustained as a result of using faulty or dangerous equipment.

Fastenings or Nails

No fastenings of any kind are to be driven into the walls, ceilings, or any part of the buildings.

Fire Safety

In the event of a fire, the hirer MUST:

1. Immediately activate the nearest fire alarm point.
2. Exit the building using the nearest safe exit.
3. Call the emergency contact number provided in your booking confirmation.

Fire Exits

Fire exits must not be partially or wholly blocked or locked.

Parking

Parking in the playground is available by prior arrangement. The car park must be vacated within 15 minutes of the end of the event.

Noise and Disturbance

The premises are let on the understanding that on leaving the premises and exiting along Chedworth Street, noise should be kept to a minimum so as not to disturb local residents.

Leaving the Premises in Good Condition

The hirer is responsible for leaving the premises in a good and clean condition. If additional cleaning is required, you will be charged for it.