

FISHPONDS CHURCH OF ENGLAND PRIMARY SCHOOL

FISHPONDS OLD LIBRARY

LETTINGS OVERVIEW AND HIRE RATES



CAPACITY

Standing	Seated
150	100

HIRE RATES

Hire charges must be paid in full at the time of booking unless agreed otherwise by the Academy.

One Off Hire				
Standard Deposit (refundable in line with lettings T&C)	Enhanced Deposit (non-refundable)	Cost per Hour	Whole day cost (8+ hours)	Kitchen Hire (per booking)
£50	£50	£27.50	£210	£25

Regular Hire				
Regular hire is a continuous booking of 6 weeks or more				
Standard Deposit (refundable in line with lettings T&C)	Enhanced Deposit (non-refundable)	Cost per Hour	Whole day cost (8+ hours)	Kitchen Hire (per booking)
£50	£50	£22.50	£170	£25

The refundable deposit will be returned to the Hirer within 7 days of the booking via the original payment method providing the terms and conditions of hire have been met and the Hire Checklist has been completed and returned to the Academy Office, along with the keys, within 72 hours of the end of the hire.

Use of electrical equipment such as a bouncy castle, PA system, lighting etc., parties with a large number of guests or where alcohol may be consumed will require an enhanced (non-refundable) deposit of £50 per booking.

A single event hire discount of 10% is offered to the immediate families of pupils attending Fishponds CE Academy and to registered charities, providing proof of charitable status is provided.

PARKING

There are four designated parking spaces, one being a disabled space. Vehicles are left at the hirers own risk.

SECURITY

The hirer is responsible for:

- ensuring all external doors are locked and windows are shut after hire.
- ensuring the building is only accessed by those known to the hirer for the duration of their hire.
- the safe storage and management of their own property at all times, personal property is used at the hirers own risk.

TOILET FACILITIES

The building has two toilet areas, a Disabled Toilet and Baby Changing Facilities in the Main Hall, two children's toilets and one adult toilet. Toilets are inspected regularly and should be fully equipped at all times.

SMOKING

Smoking cigarettes or any smoking device is not permitted in the building or within the car park at any time.

NOISE

In respect of noise, the hirer is expected to extend courtesy to local residents at all times.