

LETTINGS CHARGES from 1st April 2026
Bushmead Primary School



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On behalf of the governors of Bushmead Primary School the following lettings charges have been approved with effect from 1st April 2025.

Area to be hired	Between 8am and 10pm (All charges are per hour)	After 10pm / Weekends / Bank Holidays (All charges are per hour)
Large Hall	£25	£35
Small Hall	£22.50	£35
Community Games Area	£20	£25
School Field or Playground	£20	£25
Classroom or the Library Area.	£15	£25
Fundraising Events	Guide £25 - £30	Guide £30 - £50 (Includes Friday eve)
Meetings Room	£10	£20

Please note that if the staging is needed in the large hall an extra hourly rate may be charged to take into account the time taken to set up and dismantle the stage.

GENERAL NOTES

Under Insurance laws the capacity for the small hall is 70 people maximum at any one time and for the large hall 120 people maximum at any one time.

The charges shown above are for hirings made under the General Conditions for the Hiring of Educational Premises produced under guidance from Cambridgeshire County Council.

ALL ADULTS are required to have a Child Protection Policy for their group and a copy produced for the school's records. Bookings will not be accepted from any group who have children as participants unless this requirement is adhered to.

We ask that you respect our school. Unless a prior arrangement is made no items within school should be touched or moved.

The consumption of food by groups and also spectators should be restricted to the area of the building being hired and not take place in corridors or general areas of the school. Packaging and debris should either be taken away or put in the bins provided. Please note Bushmead Primary School is a nut free site.

We would remind you that as the hirer you are responsible for the behaviour of all members of your group, both those taking part and those watching and waiting for those participating until they have left the school site. Consideration for our neighbours should be given when arriving and vacating the premises.

Charges include basic cleaning and caretaking - however we reserve the right to add a premium for extra cleaning, or for any loss or damage incurred during, or as a result of, hiring.

We allow 15 minutes prior to the session for setting up and 15 minutes at the end to clear up after which extra charges may be made. We ask that you leave the school premises promptly after your session.

Please note SMOKING AND VAPING IN THE SCHOOL BUILDING OR ANYWHERE ON THE GROUNDS IS ILLEGAL.

Dogs are not allowed to be brought onto the School grounds with the exception of assistance dogs.

These charges do not include the cost of hiring additional equipment, or the use of the school kitchen.

In the event of a fire please adhere to the fire instructions displayed in the premises.

In the event of an emergency during the period of hire, the hirer should contact the Caretaker.

N.B. Your attention is drawn to the Applications and Cancellations sections of the Policy and Conditions of Hire of the Premises.

Please ensure that you have also read the Lettings (Policy and Conditions of Hire) Policy.

Version:	3	
Written by:	Steve Down	Date: December 2024
Last reviewed by governors:	Spring 1 2026	
Next review due by:	Spring 1 2027	