



The Abbey CE VA Primary School



*Together we learn, we care, we achieve –
for ourselves, for each other and for the community in which we live*

Lettings Policy and Hiring Charges

Date of Review: November 2024

Next Review: November 2027

Charging Schedule Review: To be reviewed annually in November

Introduction

This policy covers the letting of the School premises, grounds and car park to private groups and individuals outside normal school hours. The Governors of The Abbey CE VA Primary School are the owners of the premises and are responsible for all lettings. Responsibility for managing hirings has been delegated to the Head Teacher, supported by the School Office.

The Governing Board and Premises Committee will review this policy and the associated charging schedule annually.

The Governing Board is committed to making reasonable efforts to ensure that the School buildings and grounds are available for community use. However, where there is a conflict between a School activity and a letting, priority will always be given to School use. No letting may interfere with the School's primary purpose of providing a high-quality education for its pupils.

Applying to Use the School

All enquiries relating to the hire of the School must be made through the School Office. Interested parties will be provided with the Hire Agreement Form, Charging Schedule and Terms and Conditions for Hire.

All applicants must complete the Hire Agreement Form. A letting is not approved until the form has been signed by the Head Teacher.

The School Office will manage the administration of the letting, including diary checks, insurance verification, safeguarding and DBS requirements (where applicable) and completion of the necessary documentation.

The Governing Board and Head Teacher reserve the right to refuse, withdraw or cancel any letting where concerns arise regarding the nature of the proposed activity.

Hire Agreement

Once approved, confirmation of the letting will be provided to the Hirer in writing. The Hire Agreement Form must be signed by both the Hirer and the Head Teacher.

The named Hirer on the agreement will be responsible for ensuring compliance with all terms and conditions relating to the hire.

Invoices and Payment

One-off lettings will be invoiced in advance and payment must be received at least one month before the date of hire, or immediately where the booking is made less than one month in advance.

Regular Hirers will be invoiced at the beginning of each term and payment is due within 30 days of receipt of invoice.

All payments must be made by BACS transfer using the invoice number as the payment reference.

VAT will be applied where required and will be clearly itemised on the invoice.

Rate 3 hirers are required to pay a refundable deposit of £100 against any loss or damage.

Cancellation

The Governors reserve the right to terminate or cancel a letting where the event is deemed unsuitable, where the premises are required for School purposes or where the School site is not considered safe or suitable for use.

The Governors, their representatives or the police reserve the right to enter the premises during a letting and terminate an event if necessary.

Refunds following cancellation will be at the discretion of the Governors.

Regular Hirers must provide notice equivalent to one full term to cancel a booking arrangement. One-off bookings require a minimum of 48 hours' notice to receive a 50% refund.

Complaints and Accidents

Any complaints arising from a letting will be managed in accordance with the School's Complaints Policy, available on the School website.

All serious accidents, incidents or emergencies occurring on the School site must be reported to

the School Office within 24 hours or as soon as reasonably possible via admin@abbey.herts.sch.uk.

Charging Schedule

Current hire charges per hour are listed in Appendix 1.

Rate 1 – Regular hirers, organisations providing benefit to the St Albans community, Abbey School pupil clubs or staff-related events.

Rate 2 – General one-off hirers.

Rate 3 – Parties and private events.

All decisions relating to rates and lettings remain at the discretion of the Head Teacher and are final.

Further Information

Full terms and conditions are detailed in the document 'Terms and Conditions for the Private Hire of The Abbey CE VA Primary School Premises'.

Applications to hire the School must be made using the official Hire Agreement Form.

Appendix 1 – Charging Schedule 2025/2026

Area for Hire	Rate 1	Rate 2	Rate 3
Main Hall	£25	£30	£55
Main Hall and Practical Room	£35	£30	£65
Classroom	£20	£25	N/A
Classroom plus use of Interactive Whiteboard	£25	£30	N/A
Playing Field / Playground	£20	£25	£40
Car Park	£10	£25	£35

Additional Charges and Conditions

- Site Manager required to unlock and lock the premises (unless key holder hire): £40
- Site Manager required to arrange furniture or room set-up: £20 per hour
- A refundable £100 deposit is required for all Rate 3 bookings
- Any loss or damage to School premises, grounds or equipment will be charged to the Hirer