



RHODES AVENUE PRIMARY SCHOOL

APPLICATION FOR THE HIRE OF SCHOOL FACILITIES

Thank you for booking Rhodes Avenue Primary School for your function. By signing and returning this application form you agree to the terms and conditions outlined in the Rhodes Avenue Lettings Policy Document

Name of Individual/organisation making application:

Main Contact Address:

Contact Details: Tel.....Email.....

Nature Of Booking.....

Requested DayRequested Date/s.....Times.....

Facilities Require (Tick)

Multiple spaces will incur additional charges

- Sports Hall
- Performance Hall
- KS1 Playground – Astro
- KS2 Playground
- Spinney – Wooded Area
- Library
- Staffroom
- Music Room
- Art Room
- Classroom
- Kitchen
- Canteen
- *ECO Party Pack – Additional £10

Approximate Number of people attending: Adults.....Children.....

Will you be having an entertainer? **Yes/No.** Description/Theme

Equipment Required & Amount:

- Chairs
- Tables
- Other

Are you intending to sell Alcohol? **Yes/No**

- I have read and accepted the terms and conditions for lettings set out in the policy.
- Signed

Payment details

Bank: Lloyds

Account Name: Rhodes Avenue Primary School

Account No: 35326962

Sort Code: 77-91-10

Please use reference: Lettings followed by your surname & date of booking

Please return to Lettings@rhodes.haringev.sch.uk or by hand in to the school office FAO Andrew Satwick



Frequently asked Questions

Q: *How long do we have to set up and tidy?*

A: You have the time allocated within the booking time. A booking from 2pm-4pm means access for 2pm and must all guests must leave the premises by 4pm. If you require additional time, you will need to take this in to account when making your booking.

We do suggest you allow 30 minutes either side of the booking for decorating etc.

Q: *Do I need to bring tables or chairs?*

A: No, tables and chairs are provided for your booking. The Facilities team will make sure the space is set up before you arrive.

Q: *Can I decorate the space with balloons, banners and bring table cloths?*

A: Yes of course. We just ask that you be careful of the paintwork when removing decorations.

Q: *Can we bring alcoholic drinks?*

A: As long as you are not selling alcohol you are permitted to bring it on to the premises.

Q: *Can we have an entertainer or hire bouncy castle?*

A: Yes you can. We ask that you let us know of the theme of the party so we are able to plan or advise you before you book. Smoke machines or messy play are not permitted.

Q: *When do we need to pay?*

A: Payment will need to be received to confirm your booking.

Q: *Do you have music or do we bring our own?*

A: You are required to bring your own music, Bluetooth speakers work well.



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Q: What spaces can we access when we are here?

A: You only have access your chosen hired area. We kindly ask that you do not enter any other areas while on the premises.

Q: Who can we contact on the day?

A: A member of the Facilities Team will meet you on arrival and share contact details if necessary.

Q: If hiring the forest or the outdoor areas, can we have tables for food?

A: Yes, a member of the Facilities Team will have this ready before you arrive.

Q: What entrance do we access the school from?

A: Access is from the small access road to the right of the main gates.

Q: Is parking available?

A: Yes, we have a few spaces directly outside. There are also no restrictions on the main road

Q: Can we have food delivered for our party?

A: Yes.

Q: Can we use the school WIFI?

A: I am afraid that the school WIFI is protected and not available.

Q: Why are the prices different on a Saturday and Sunday?

A: The reason for the price difference is that we have to our pay staff overtime for working weekends.

Q: What is included in the eco party pack?

A: The party pack includes 40 plastic cups, plates, cutlery and jugs. This is to help reduce waste. We will leave the eco pack in your chosen hired space. After the party you will need to wash the items used and return them back to a member of the Facilities Team.