









ST MARY MAGDELENE - WOOLWICH CAMPUS Kingsman Street, London, SE18 5PW

Location	Capacity	Price per hour (weekdays before 6:30pm sessions with children DBS & safeguarding policy required)	Price per hour (after 6:30pm, hires run weekdays until 10pm)	Price per hour (weekends and school holidays)	Additional charges	One off hire price	Deposit (refundable)
HALL 	250 persons	£50	£60	£60	On quotation	£75	£200
HALL SOUND & LIGHT SYSTEM 	As above	£25	£30	£30	On quotation	£40	£500

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STUDIO 	50 persons	£30	£40	£40	The studio has an interactive whiteboard/projector. This can be hired for £5.	£55	£200
OASIS 	20 persons	£50	£50	£50	On quotation	£50	£200
HALL, STUDIO & OASIS (see pictures above)	300 persons	£90	£120	£120	On quotation	£115	£200

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<p>*ROOFTOP</p> 	50 persons	£50	£50	£50	On quotation	£60	£200
<p>MUGA PITCH (Inc. CHILD TOILET FACILITIES)</p> 	100 persons	£20	£30	£30	On quotation	£45	£200

**Please note other location pictures & capacity information is pending.*

Hire times & prices

- Hires before 6:30pm are at a cheaper rate for those working with children.
- **Weekend** prices are the same as **evenings**.
- **Children onsite with hirers after 6:30pm will need to ensure appropriate measures are taken to ensure safety at all times.**
- **Groups of adults can only hire after 6.30pm due to safeguarding issues.**
- **£200 or £500 (for the hall sound and light system)** deposit is to be paid to secure the requested spaces, this deposit is refunded once your hire agreement time has ended and if you do not wish to renew it.

*Please note when requesting times make sure you factor in setting and clearing up as part of your over all required times.

Application process and requirements of hire:

- Applicant to complete the attached initial hire application form and attach the require documents listed below.
- All applications are considered at a monthly hire committee meeting.
- After the hire committee have considered an application, a notification of acceptance or rejection is sent with 48 hours.
- 14 days are required between acceptance and hiring to start as staff cover and logistics need to be considered.
- If approved, hirers are sent a Hire booking form to sign.
- Hires will need to pay the amount due up to 7 days prior to the start of the hire.

Documents required (with initial application form):

- All hirers must provide a copy (emailed) of a current **Public Liability Insurance policy** (they may be able to use their employer's policy). Public Liability Insurance usually last for a year.
- All hirers working with children must also provide a copy of their **Safeguarding Policy** and a **Current DBS certificate number**.

Payment to the school: Hires will be invoiced in advance for each month of use, any deductions or cancelations that happen during a month that has already been paid for will be reflected in the following months invoice, all payments should be made within 7days of receiving the invoice, this includes any deposit amount which must be paid prior to starting the hire.

Advertisement: Potential hirers are not allowed to advertise for clubs/events prior to any hire slot being confirmed by the hire committee and having written confirmation of the agreement, any hirers who advertise prior to any agreement may have their application forfeited. If a hirer wishes to send emails to gather market research on interest (for example an after-school dance class for girls) prior to a hire being agreed they must email the school first and ask for permission to do so.

Feedback form and deposit return: Once a hire's agreement has ended, a feedback form is sent to the premises manager to be completed. If there has been no damage during the hire and the premise manager is satisfied with the condition it has been left in, an invoice is raised for the deposit to be returned in the form of a cheque, we do not do BACS transfer. The hirer can collect the cheque from the secondary reception in person or can be sent directly to their bank.

Bank Holidays & School holidays: The school does not hire out on bank holidays. The school will hire during school breaks so long as there is a member of the premises team on site this is subject to availability of the team but in most cases the school is able to accommodate.

Storage: The school does not offer any storage of equipment.

Electrical items: Any electrical items will need to be PAT tested before being used on-site, this can be arranged with the premises team.

Parking: The school does not offer any on-site parking therefore hirers will need to make their own arrangements. The school is not responsible for any parking fines/tickets, hirers must contact the company directly.

Cancellations: Upon acceptance of a hire application details of how to amend hire times and cancellations will be sent.

Termination of contract: Further information is found in the Hire Policy.

Bookings and viewing the facilities: For further information on booking and viewing the facilities please email premishire@koinoniafederation.com.