

Facilities Lettings Policy & Fees



Skippers Hill Manor Preparatory School

Introduction

This policy outlines the terms and conditions for hiring the facilities at Skippers Hill Manor Prep School by external individuals or organisations. The purpose of this policy is to ensure the safe and proper management of the premises while supporting the wider community.

Skippers Hill Manor Preparatory School is privileged to be situated in a stunning rural setting, nestled within **22 acres of idyllic Sussex countryside** in Five Ashes, near Mayfield. The expansive grounds are **surrounded by beautiful woodland**, providing an enriching environment for both education and activities.



Areas Available for Hire & Fees

Area for Hire	Availability Notes	Conditions of Use	Fee
Astroturf Pitch	Available outside of core school hours (evenings, weekends, holidays).	Bookings are subject to all-weather conditions. Footwear restrictions (no metal studs on Astroturf) must be adhered to.	£33 per hour
Grounds	Available outside of core school hours.	Use is restricted to appropriate sports activities or outdoor events.	POA
Gym/Hall with Small Stage	Available outside of core school hours. Ideal for sports, performances, and large meetings.	Hirers must include setup and take-down time within the booking period. Maximum capacity limits must be observed.	£20 per hour
Additional table and chairs	Up to 7 tables and 40 chairs are available for hire	Advance notice is required to allow for equipment set up.	£15 flat rate
Classroom Hire	Available outside of core school hours. Typically available for meetings, tuition, or small groups.	Use restricted to non-physical, low-impact activities. No consumption of hot food (other than bottled water/tea/coffee) without prior agreement.	£15 per hour
Swimming Pool	Available during specified summer months and outside of core school hours only.	Crucial: No use of internal school changing room facilities is permitted. Hirers must provide a qualified, registered lifeguard and arrange appropriate supervision.	£25 per hour

Key Terms and Conditions (T&Cs)

1. **Agreement:** The booking is not confirmed until the signed application form, proof of insurance, and payment has been received.
2. **Insurance (MANDATORY except private hire):** The Hirer must maintain appropriate **Public Liability Insurance of at least £5,000,000** for all organisational hires and must provide proof upon request.
3. **Supervision & Safety:** The Hirer must ensure adequate supervision of all participants and adhere to all relevant safety and safeguarding rules including access.
4. **Indemnity and Liability:** The Hirer agrees to indemnify and hold harmless the School against all claims, demands, costs, and liabilities arising from any loss, damage, injury, or death of any person or property occurring as a result of the hire. The School is not responsible for any loss or damage to property brought onto the premises by the Hirer.
5. **Cleaning and Damage:** The Hirer is responsible for leaving the facility in a clean and tidy state, suitable for immediate use by the School. Failure to clean the facility properly after use will result in an **additional cleaning surcharge of £25** being added to the final invoice.
6. **Cancellations:** The School reserves the right to cancel any letting with reasonable notice if the facility is required for core school use or due to unforeseen circumstances
7. A 10% discount is available for existing parents and staff. Please ensure you make this clear when booking.

Facility Lettings Booking Form



SKIPPERS HILL MANOR PREPARATORY SCHOOL **Organisation & Contact Details**

Name	Contact details	
Area for hire		Tick as appropriate
Grounds		
Astroturf (trainers only)		
Gym/Hall		
Classroom		
Swimming Pool		
Additional Tables & chairs. Please specify details		
Contact address for invoicing		

Booking Details

Booking dates & times

Date required	Time	Regular or one off booking

Declarations and Agreement

I have read and agree to Skippers Hill Manor School Facilities Lettings Policy and confirm the following:

Declaration Tick

I confirm that our organisation holds valid **Public Liability Insurance (minimum £5,000,000)** and will provide proof upon request
(Groups/Businesses only) []

I accept the school is not responsible for loss, damage, or injury occurring as a result of the hire. []

I understand that the facility **must be left clean and tidy** after use or an additional cleaning charge will be added to the invoice. []

I acknowledge that invoices are issued in arrears and are subject to the advertised rates []

(Pool Hire Only) I confirm we will provide a qualified, registered lifeguard and assume all responsibility for water safety and supervision. []

(Pool Hire Only) I understand that the Swimming Pool does not have changing room facilities available for use. []

Signature:	Date:
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