



**Holy Trinity C of E Primary School and  
Robin Hood Pre-School**

**Lettings Policy**

# **Holy Trinity Church of England Primary School, Cuckfield Lettings Policy/Procedure**

## **Enquiries**

All enquiries for hire of the primary school premises are to be made through the school office via [finance@htprimary.co.uk](mailto:finance@htprimary.co.uk).

If there is space available for hire at the times requested by the hirer, then the office will provide a booking form and the school's terms and conditions of hire.

The Main Hall, Forest School area and the school grounds and playgrounds are available for hire and include use of the car park. This does not include any of the play equipment. This is strictly out of bounds. The kitchen can be included but only for preparation and storage of food and drinks – no electronic equipment can be used to cook / clean.

The Governors reserve the right to:

- Refuse any application for hiring without giving reason;
- Attach any additional conditions to any particular hiring;
- Cancel the hire due to unforeseen circumstances;
- Make additional charges where necessary;
- Terminate an event due to poor/unacceptable behaviour or disturbance to local residents.

The school property may not be used by any faith group, religious, quasi-religious or anti-religious organisation for the purposes of proselytization, nor to any political group for the purpose of increasing its own membership. The School will not accept any booking where the premises are used to support or promote radicalisation.

## **Contract of hire**

All agreed bookings will need to complete the Holy Trinity booking form which includes the school's terms and conditions. The booking form must be completed in full, signed and returned to school with any required supporting documents (insurance, risk assessment and DBS certificate). If the booking is accepted, we will confirm back in writing via email and include an invoice for payment. This will be the contract of hire.

Regular users will be invoiced every half term for bookings taken and any changes to the terms and conditions will be advised to them accordingly.

## **Safeguarding**

The school is dedicated to ensuring the safeguarding of its pupils at all times. It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space. If there is a chance that those hiring the premises will come into contact with pupils, for example if the hire occurs during school hours, or when pupils may be present in the school (during after school clubs or extra-curricular activities) we will ask for confirmation that the hirers have had the appropriate level of DBS check. Where the hirer is subscribed to the DBS Update Service (<https://www.gov.uk/dbs-update-service>) the hirer must give consent to the school to undertake an update check. Where the hirer's DBS Certificate is more than three months old, and the hirer is not registered with the DBS Update Service, a new DBS check must be undertaken by the hirer prior to the letting starting.

## **Fees**

All fees are due two weeks from the invoice date and payment by Bank Transfer is encouraged.

For **External hirers** and **After School Clubs** the fee is calculated according to the prices in Appendix 1.

Hire rates will be reviewed annually in October and will apply to all hires in the following Calendar year (i.e. from January to December).

## **Linked Documents:**

- New lettings agreement – Holy Trinity Primary school, Cuckfield Jan 2026

### Holy Trinity CE Primary School rental rates

(VAT is not payable on these charges)

Hire Fees - Including Insurance		
	Standard User	Regular user 20% Discount
Hall Hire Daily Rate (9am-5pm)	£80.00	£64.00
Hall Hire Half Day Rate (9am-1pm or 1pm-5pm)	£45.00	£36.00
Hall Hire Additional Hour rate	£15.00	£12.00
Evenings Saturday and Sunday Any 4 hours between 5pm-11pm	£80.00	£64.00
Sat and Sun Evenings Additional hours - per hour	£20.00	£16.00
Grounds Rate Daily Rate* (9am-5pm)	£60.00	£48.00
Grounds Rate Half Day Rate* (9am-1pm or 1pm-5pm)	£35.00	£28.00

Hirer will be asked for a £100 cash deposit for all events – Refundable after premises check

\*to include use of toilet facilities

These are the rates for use of buildings or grounds; rate for use of both is the combined prices

- The application of the rate is at the sole discretion of the Governors.
- Regular users are defined as those booking and paying for the hall for at least six rentals a year at one time.
- Please contact [finance@htprimary.co.uk](mailto:finance@htprimary.co.uk) to discuss requests outside of these