



Blenheim

## Blenheim High School

### Facilities for Hire

2018/19



Longmead Road

Epsom

Surrey

K19 9BH

Tel: 01372 745333

[www.blenheim.surrey.sch.uk](http://www.blenheim.surrey.sch.uk)

Blenheim High School can offer some excellent facilities for hire. These are available to view by prior arrangement with the Lettings Officer.

Please contact:

Finance Department on

01372 745333 option 4.

[finance@blenheim.surrey.sch.uk](mailto:finance@blenheim.surrey.sch.uk)



# Blenheim High School

## Lettings



There are many advantages to hiring facilities from a school site.

It is a private site, not open to the general public

A member of staff is on site for the duration of your let.

There are no admission or membership fees charged to your participants, only your own fees.

We are able to accommodate a wide range of events from regular sporting events, one-off functions or holiday clubs.

Alongside various sports, our facilities may be used for anything from ballroom dancing to Zumba. In the past, it has been used for Tournaments, competitions, community events such as flower shows, children's parties and wedding celebrations.



If you require further assistance with regard to making a booking, please telephone on 01372 745333 option 4, or email [finance@blenheim.surrey.sch.uk](mailto:finance@blenheim.surrey.sch.uk)

We will discuss the exact needs of your booking in advance, and meet with you in person if needed, before issuing a contract of hire which must be signed and returned. This ensures that your event can run as smoothly as possible on the day.



## All Weather Pitch

Blenheim High School has a sand filled All Weather Pitch which provides a large playing area for many different sports, including Football and Hockey.

This is a secure fenced pitch, and the area is floodlit during the winter season to allow evening training to continue.

Changing facilities are available if required.



Cost of hiring the All Weather Pitch:

£60.00 per hour.



## The Assembly Hall & Dining Hall

This is a large Hall, which will accommodate a maximum of 300 people, depending on the seating arrangements required.

The hall has a stage to one end, which can be used for plays or productions. The stage curtains will normally be kept locked open or closed upon request at the time of booking.

Adjacent to the Assembly Hall is the Dining Hall which may also be hired either independently or in conjunction with the Assembly Hall. A moveable wall between the two hall areas allows this space to be used in a flexible way. Our staff will arrange in advance to lock this wall in position, either opened up to allow one space, or closed to provide two versatile spaces.

Alongside the Dining Hall is a small tea point which can be used to serve hot and cold drinks. The school premises are not licensed for alcohol, therefore alcohol may not be brought onto the premises or sold/provided at events.

We can provide seating or tables if you require, but please ensure they are wiped clean at the end of your event.

Both the Assembly and Dining halls have provision for wheelchair access and disabled facilities nearby.



Cost of hiring the Assembly Hall:	£50.00 per hour
Cost of hiring the Assembly & Dining Halls Complete with access to tea point	£64.00 per hour



## The Sports Hall

Our full size sports hall has a high ceiling and sprung rubber flooring surface. Court markings are in place for Badminton, Basketball, Netball and Football, however the sports area is also suitable for many other sporting activities including Circuit training and exercise, martial arts training or gymnastics.

If required, a viewing gallery is also available via our Dance studio, please request at the time of booking.



Cost of hiring the Sports Hall:

£37.00 per hour.



## The Dance Studio

The Dance Studio offers a perfect space for smaller groups. The wooden sprung floor and wall of mirrors make it an ideal facility for exercise, dance or small martial arts groups.

This is on the 1<sup>st</sup> floor, and a lift allows access for the disabled.



Cost of hiring the Dance Studio:

£29.00 per hour



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### Additional Information

#### **OPENING TIMES:**

Facilities are available for hire during the evening from 6.30pm to 9.30pm Monday to Friday and 9.00am to 3.00pm on Saturdays and Sundays.

The facilities are as well available within working hours during the school holiday periods.

Premises should be vacated promptly, with consideration for other users, and left in a clean and tidy condition.

#### **FIRE REGULATIONS:**

Fire action details are provided with terms & conditions of booking, and notices are displayed in each of the areas. All event organisers should make their personnel aware of fire exits, which are clearly marked.

#### **NO SMOKING POLICY:**

The whole school site is a NO SMOKING ZONE and smoking is not permitted in any part of the school buildings or its grounds.

#### **SECURITY:**

Blenheim High School reserves the right to refuse admission to any potential hirer. You may be asked to provide proof of authenticity of your organisation. This is purely a precautionary measure to ensure that no undesirable activities are inadvertently sanctioned by the school.

#### **MEDICAL FACILITIES:**

First aid and welfare provision are not provided under the Hire Agreement and organisers must make their own arrangements.

#### **CAR PARKING:**

For all functions car parking facilities are available in the grounds of the school, but are not on an exclusive basis should other users be in the building. Please vacate the premises as quietly as possible to avoid disturbing our neighbours.

#### **INSURANCE:**

You must have public liability cover when on school premises. You may choose to arrange this yourself, in which case you will be required to provide your Insurance certificate. Alternatively a charge of 15% will be added to your hiring invoice, to provide public liability cover through the school's policy.



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#### **HEALTH & SAFETY:**

The event organisers are required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

In particular, they will:

- a) be aware of the basic requirements of the Health & Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practices relevant to the work of the school.
- b) ensure safe working conditions for the health, safety and welfare of personnel using the school premises and facilities.
- c) ensure safe working practices and procedures throughout the school, including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled.
- d) arrange systems of risk assessment to allow the prompt identification of potential hazards.
- e) ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of personnel are made safe or reported without delay.
- f) encourage all personnel to suggest ways and means of reducing risks.
- g) monitor first aid and welfare provision.

#### **DEPOSITS:**

You will be required to pay a deposit with your application form. A booking will only be regarded as provisional until a signed contract is back with the school and payment received.

#### **TERMS & CONDITIONS OF USE:**

Full terms & conditions will be found within the Lettings contract.

**PLEASE NOTE THAT THE SCHOOL'S LOGO MUST NOT BE USED ON ANY ADVERTISING OR PROMOTIONAL LITERATURE RELATING TO THE HIRE OF SCHOOL PREMISES.**