

SUNNYDOWN SCHOOL

Portley House, 152 Whyteleafe Road, Caterham, Surrey, CR3 5ED

t. 01883 342281 / 346502 f. 01883 341342

e. office@sunnydown.surrey.sch.uk

www.sunnydown.surrey.sch.uk

Headteacher Mr Paul Jensen B.Ed Grad Dip (SEBD) NPQH



Meeting and Training room information

Below are our prices for lettings and hire within the school, these prices are based on a single hour booking, regular or longer bookings may see a reduction in price.

Anyone wishing to book a space should complete an "Application for Hire form" (see website) and send this to lettings@sunnydown.surrey.sch.uk. The school will then consider the request and follow up with an "Approval of hire" form and any other relevant documentation needed.

Please read our Lettings Policy prior to application.

Room Hire					
ROOM	SEATING CAPACITY			PRICE	
	Theatre	Cabaret	Boardroom	Whole Day	Half Day
Conference room	50	30-40		£200	£150
Training room	40	20-30		£150	£100
Meeting Room			8	£100	£75
	CAPACITY			Price Per Hour	
Astropitch	25			£40	
Gymnasium	100 seated or 25 for an activity			£30	
Classroom (Forest View Building)	30			£25	
Kitchen (Main building)	N/A			POA	
Speciality Room (DT, Food Tech, Sensory Room)	20			£30	
	Single use event hire			Whole Day	Half Day
Dining Room/Conservatory				£125	£75
Gymnasium				£125	£75
Outdoor playground				£60	£30
Outdoor grass area				£60	£30

Wi-Fi & Equipment Details

The Conference room is equipped free of charge with an interactive whiteboard.

The Training room is equipped with tables and chairs, there is a TV on the wall with USB plug point and computer.

The Meeting Room is perfect for interviews, small meetings or lone working space, the room is fitted with chairs and a table.

All rooms have access to WI-FI with use of guest passes when those attending wish to access our Wi-Fi. There is no need for presenters to bring in heavy projectors and screens. You can bring your presentations on a memory stick or on your laptop.

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Insurance & Health and Safety

Public Liability insurance must be provided following approval of hire. Single use events can be insured by the school; this will be charged at 15% of the hire price or £5 whichever is greater.

For single use hire outside of school operating hours a member of staff who is Fire officer trained must be available and will be charged at £13 per hour in addition to the hire charge and insurance.

Regular hirers will be requested to sign a "Transfer of control agreement" stating they take responsibility for the areas of use and provide a copy of their own Public Liability Insurance.

Venue Information and Parking

At present parking is limited to staff only during the school day. Please use the surrounding roads where available if your booking coincides with school hours. We recommend the side roads leading off Whyteleafe Road all within a 5-minute walk. We do, however, have 2 allocated bays for trainers. If you require a disabled bay on site, please contact us 24 hours before the booking date.

Facilities for hire are all on the first floor with **no lift access**.

Training Times should be well co-ordinated to avoid delegates arriving or departing between 8:30-9:15am or 3:00 -4: 00pm.

Burger Van Hire

We do not charge for the hire of our Burger Van, following an enquiry and the school obtaining further details. We will be able to determine if the event can be supported.

Fully trained staff are provided. The school will determine based on event information how many staff are required.

All stock is provided and all proceeds raised will be retained by the school.