



LETTINGS INFORMATION

Boyne Hill Infant & Nursery School is located in Rutland Road, approximately half a mile west of the centre of Maidenhead and is easily reached from the A4 (Bath Road).

Limited parking is available within the grounds of the school and street parking is available in Rutland Road. Maidenhead railway station is approximately a 15-minute walk away.



The Governing Board is keen to encourage educational and community use of the school facilities, which operate within the ethos of the school.

The school reserves the right to refuse a letting for purposes that are not in-line with our Christian ethos. NO lettings will be granted for political parties or any activities that the Governing Board feels may put children at risk of radicalisation or extremism.

Boyne Hill CE Infant & Nursery School, Rutland Road, Maidenhead, Berkshire SL6 4HZ.

Telephone: 01628 622708

Email: finance@boynehillschool.org or office@boynehillschool.org

FACILITIES AVAILABLE FOR HIRE

MAIN HALL – The hall can accommodate up to 90 people depending on seating arrangements. It is ideal for parties, concerts, drama performances and indoor sporting activities.

DINING ROOM – This room is ideal for children’s parties and will comfortably seat 30 children of infant school age.

PLAYGROUND – The outside areas can be used but children must be supervised at all times.

PLEASE NOTE: There are NO facilities for storing, heating or cooking food.

Should you wish to view the facilities prior to making a booking, please contact the school to make an appointment.

HOW TO MAKE A BOOKING

1. Once you have decided upon the facilities you wish to hire, please complete and return the Contract for Hire, which is available from the school office.
2. Your application will then be considered by the school who will contact you shortly after receiving your application.

For all enquiries, please contact the school office and we will be happy to assist you.

SCALE OF CHARGES (Applicable from 1st April 2023)

Venue	Single letting	Regular letting
MAIN HALL	£28 per hour	£25 per hour
DINING ROOM	£17 per hour	£14 per hour

- ❖ Letting charge includes caretaking and administrative costs.
- ❖ Individual discounts for special events are sometimes available.
- ❖ Additional equipment may be available upon request but will be subject to additional charge.
- ❖ We will provide the facilities in a clean and tidy condition.
- ❖ Tables and chairs are included.

Insurance costs are extra – 12% or a minimum of £5.00 unless the hirer’s own insurance covers certain conditions (see Lettings Agreement).

Regular hirers will be expected to hold their own insurance cover unless special permission has been granted from the Royal Borough of Windsor & Maidenhead’s insurance department.

15 minutes is allowed either side of the event without charge - before the letting for setting up and after the letting for tidying up.

The hirer is required to sweep the floor and leave the room tidy at the end of the letting. Normal cleaning costs are included. Any additional cleaning costs incurred will be deducted from the deposit.

For a single letting, a refundable deposit of £50.00 will usually be required in addition to the full payment, at least 7 days in advance of the letting.

Regular lettings will usually be invoiced in February, June and October to cover the financial year. Payment must be made within 7 calendar days.

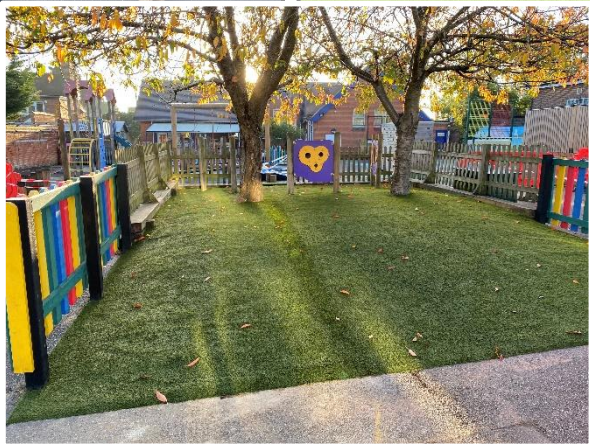
MAIN SCHOOL HALL



DINING ROOM



PLAYGROUND



BOYNE HILL SCHOOL LOCATION

