Monkston Primary School

Wadhurst Lane, Monkston

Milton Keynes, MK10 9LA

e-mail: office@monkston.org

Lettings Charges September 2025 to August 2026

Weekday rates	**Non-profit making community user**	**Profit making/other private user**
Hall, toilets, middle rooms and staff room 1st hour	£35.00	£40.00
Additional hours	£23.00	£27.00
Additional classrooms hired with above	£8.00 per hour each	£9.00 per hour each
Hire of classroom for extra curricular activity clubs	£12.00 per hour	£14.00 per hour
Weekend rates		
Hall, toilets by hall, changing rooms and utility room 1st hour	£45.00	£52.00
Additional hours	£35.00	£40.00
Additional classrooms hired with above	£8.00 per hour each	£9.00 per hour each
Outside (no access to building)		
Hire of Field (2 hours)	£60.00	£70.00
Hire of Marquee (3 hours)	£180.00	£200.00
Hire of Marquee (hours in addition to above)	£25.00 per hour	£27.00 per hour
Hire of Marquee (12 hour block)	£290.00	£330.00

All lettings are subject to the Kingsbridge Educational Trust Lettings Policy.

All hirers must complete a Lettings Application Form (see attached).

If hire is agreed, as per the Lettings policy, a Letting Agreement will be put in place prior to start of hire.

Date approved by Governing Body:

Review timetable: Annual Next Review: June 2026

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Wadhurst Lane, Monkston
Milton Keynes, MK10 9LA
Tel: 01908 671034 Fax: 01908 679582
e-mail: office@monkston.org
www.monkston.org

Name of Organisation:
Youth Group/Charity Registration Number:
Name of hirer:
Address of hirer:
Telephone number:
Email address:
Purpose of letting:
Facilities required:
Dates and times:

Will alcohol be brought on to the premises? Yes/No

Are you obtaining a licence for the sale of alcohol? Yes/No

Have you insurance to cover the event? Yes/No

I confirm I have read and understood the Kingsbridge Educational Trust Lettings Policy.

Signature of hirer: Date:

Please return this form to school along with a copy of your Public Liability Insurance Certificate and, where applicable, safeguarding policy, health & safety policy, risk assessments and/or relevant licences.

For office use only:

Acceptance of booking

Signature of Headteacher:

Date:

Documents seen:

Booking Approved: