



Monkston Primary School

Wadhurst Lane, Monkston Milton Keynes,

MK10 9LA

e-mail: office@monkston.org

Lettings Charges September 2026 to August 2027

Weekday rates	Non-profit making community user	Profit making/other private user
Hall, toilets, middle rooms and staff room 1 st hour	£37.00	£42.00
Additional hours	£25.00	£29.00
Additional classrooms hired with above	£10.00 per hour each	£12.00 per hour each
Hire of classroom for extracurricular activity clubs	£14.00 per hour	£16.00 per hour
Weekend rates		
Hall, toilets by hall, changing rooms and utility room 1 st hour	£47.00	£54.00
Additional hours	£37.00	£42.00
Additional classrooms hired with above	£10.00 per hour each	£12.00 per hour each
Outside (no access to building)		
Hire of Field (2 hours)	£62.00	£72.00

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: 21st April 2026

Review timetable: Annual

Next Review: April 2027



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Tel: 01908 671034 Fax: 01908 679582

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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: