

### Bookings and payment

Please complete a booking form 'Application for hire of premises' and return it to the school office. Please also read the booklet "Terms and Conditions".

When your booking is confirmed you will usually be asked to pay the hire charge a week in advance.

You may be asked for a deposit cheque of £100 which will be returned to you after the event provided everything is left as you found it.

### Discounts

It may be possible to make a reduction of 10% of the booking fee for registered charities.

For Millbrook Partners there may be a discount available up to 50%.

For regular casual lettings, a discount of 20% may apply.

All discounts are subject to approval by the Headteacher on behalf of the Governing Body.

### Insurance

10% of the lettings charge is added for Public Liability insurance under Bucks County Council arrangements, unless you can provide evidence of your own cover.

### Car parking

Please do not park on the school forecourt during the working day. Arrangements can be made to park on the playground at evenings and weekends and during school holidays.

The school cannot accept responsibility for any loss or damage caused to vehicles in the school grounds.



## For bookings and further information contact

Buckinghamshire County Council - Education Department

### MILLBROOK COMBINED SCHOOL & NURSERY

Mill End Road • High Wycombe • HP12 4BA

Telephone & Fax • 01494 524791

email – [office@millbrook.bucks.sch.uk](mailto:office@millbrook.bucks.sch.uk)

[www.millbrook.bucks.sch.uk](http://www.millbrook.bucks.sch.uk)

Headteacher • Miss D Mansfield

Charity Registration Number: 1103983

## ROOM CHARGES and INFORMATION



*Aiming for Excellence - Learning for Life*

## North Hall & South Hall



The North Hall has a stage and provision for activities such as music, dance and drama. Capacity for an audience of up to 120 people.

The South Hall provides an affordable venue for a variety of events. It is suitable for indoor sports such as badminton, dance and fitness classes.

**£30 per hour**

## Swimming Pool



The swimming pool has its own access and is ideal for pool parties, sub aqua clubs or those learning to swim. The capacity is 30 people. We have male and female changing rooms and separate changing facilities for people with disabilities.

**£45 per hour**

## First Floor Meeting Rooms



### Room 7

Room 7 is a smaller meeting room which is ideal for group meetings up to 6 people. It is equipped with a kitchen area for the preparation of refreshments.

**£10 per hour**



### Rooms 8 and 9

Rooms 8 and 9 are available upstairs equipped with interactive whiteboard and projector, pin board, whiteboard and flipchart. Suitable for boardroom style, seminars, workshops or conference meetings. Chairs can also be arranged in audience style to seat 30-40 people.

**£15 per hour each room**



## Faith Garden

Our Faith Garden is available for hire, a peaceful place to gather.

**£30 per hour**



**Access to tea and coffee making facilities is available. Light refreshments can be provided or hot meals can be booked at our Global Café - please enquire for details.**

**Disabled access is available via a single lift, providing someone on site has had emergency evacuation training.**