

# SUNNYDOWN SCHOOL

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

t. 01883 342281 / 346502 f. 01883 341342

e. [office@sunnydown.surrey.sch.uk](mailto:office@sunnydown.surrey.sch.uk)

[www.sunnydown.surrey.sch.uk](http://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" and send this to [lettings@sunnydown.surrey.sch.uk](mailto: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
Boardroom			16	£100	£75
One to One				£75	£50
	CAPACITY			Price Per Hour	
Astropitch	25			£40	
Gymnasium	100 seated or 25 for an activity			£28	
Classroom	30			£18	
Speciality Room	20			£20	
	Single use event hire			Whole Day	Half Day
Main building				£100	£50
Gym				£100	£50
Outdoor play areas				£50	£25

### Wi-Fi & Equipment Details

The Conference room is equipped free of charge with a 'Pen Touch Flat TV System'.

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

The One to One rooms is perfect for interviews, small meetings or lone working space, the room is fitted with 4 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.

### 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.

Regular hirers will be requested to sign a "Transfer of control agreement" stating they take responsibility for the areas of use. 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.

**Venue Information and Parking**

**At present parking is limited to staff only. Please use the surrounding roads where available. We recommend the side roads leading off Whyteleafe Road all within 5 minutes of the centre.** 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.