

Facility Areas and Costs

Internal areas

Main Hall - The main hall in the school has a capacity of 180 and is suitable for children's parties, fitness classes, seminars and other events. We have seating for 120 on round tables or tables with fixed stools. We can provide the hirer with access to our kitchen area for hot and cold water.

Hire cost - From £25 per hour

Small Hall - Our small hall has a capacity of 80 and is suitable for small parties, training or meetings. You can access an additional classroom space from the hall which provides access to tea and coffee facilities. The small hall is available from 6pm on weekdays and all day on weekends.

Hire cost - From £20 per hour

Classroom – We have a range of classrooms that could be hired out. Facilities include tables, chairs, and white boards

Hire cost - From £15 per hour

Meeting rooms - Our meeting rooms are suitable for small meetings and training events up to 10 people. The room is furnished in boardroom style, and we can provide access to large monitor and a whiteboard.

Hire cost - From £15 per hour

External areas

Main playground - Our main playground is a large hard standing area suitable for sport activities or inflatable fun. **Hire cost available on request.**

Block booking discounts are available please ask!



Facility Hire

2025/2026

Oldcastle Primary School

Mrs Ceri Littlewood - Headteacher

South Street, Bridgend. CF31 3ED

Telephone: 01656 815790

Email: admin@oldcastleps.bridgend.cymru / ask@oldcastleprimary.co.uk

www.oldcastleprimary.co.uk

Hire of Facilities

Oldcastle Primary School offers excellent facility areas that are available for private hire. Please read the booking conditions detailed below and complete the booking form on the opposite page.

Booking Conditions

The hirer must agree to all bookings conditions as detailed below:

- The hirer shall ensure appropriate supervision of the activity or activities it undertakes on the school premises.
- The hirer shall ensure that the school premises are left in a tidy condition after any period of use. The hirer will be charged a reasonable fee if the school has to clean up/dispose of any rubbish after any period of use by the hirer.
- All furniture, apparatus or equipment brought into school premises for the purposes of the hire must be removed within such time as allowed by the school.
- The hirer must not remove or interfere with the furniture, fixtures, fittings, or structure of the school nor install any fixtures, fittings or decoration of its own.
- The right of access to all parts of the school premises, whether or not included in the permission for use, is reserved to the school and to any person acting on its behalf. The equipment of the school can only be used by the hirer with prior written approval from the Governing Body or Headteacher of the school.
- The hirer shall ensure that the school premises are vacated promptly at the end of any period of use and on termination of the hire agreement.
- All parts of Oldcastle Primary School are non smoking and e cigarettes are prohibited
- Any third party event organisations hiring or attending the facility is responsible for ensuring that they have relevant insurance and, where appropriate, DBS checks in place.
- Payment for the booking must be received before the booking date.

Application Form

Please complete and return to the
Administration department, Oldcastle Primary School

Name of applicant

Address:

.....

Contact Number

Email Address

Are you a registered charity? Yes ☐ No ☐

Facility Area (s) required:

.....

.....

Reason for booking

Dates of bookingto.....

Times of booking from to

Number of people expected: Children Adults

Special equipment required

I have read and accept the terms and conditions for the hire of facilities and I understand that I must comply with the requirements of the School.

Signed

Print Name

Date

Please note that your period of hire must allow sufficient time for setting up and putting away of equipment. Unfortunately, any organisation running over their allocated time slot will be charged an additional fee to allow for Caretaker overtime hours.