

### Information about Halls and Multi use Room hire

Name of School: <b>Newington Green Primary</b>	
Address including postcode: <b>Matthias Road London N16 8NP</b>	
Phone Number of School: <b>0207 254 3092</b>	
Website and e-mail of main reception at school: newingtongreen.co.uk - <a href="mailto:admin@newingtongreen.islington.sch.uk">admin@newingtongreen.islington.sch.uk</a>	
Access Code – Confidential – only for instructors use	
What Facilities are there available to rent? <b>Two halls, Multi use and conference room.</b> Are they marked out? <b>No</b>	
Will the school be setting up equipment that is needed? <b>No</b>	
Is the area disabled friendly? <b>Performance Hall only</b>	
Additional equipment available ( <b>chairs and tables</b> )	
Is car parking available? <b>No for deliveries only</b>	
Is the kitchen available? <b>Multi use room small kitchen</b>	
Cost of hiring halls and multi-purpose & conference room at what times? (Weekends/ weekdays) <b>Please see attached list of costing etc.,</b>	
Are there any additional costs? i.e. Premises Manager, cleaning etc <b>Yes if Premises Manager needed on site all the time</b>	
Contact name, phone number and email of caretaker of emergency contact?	
Regular or one off bookings wanted? <b>Regular</b>	
Are the outside areas lit? <b>Yes</b>	
Are there changing facilities? <b>No</b>	
Are toilets available? <b>Yes</b>	
Does the venue have a music licence? <b>No</b>	
Does the Venue have a drinks licence? <b>No</b>	
If the venue has any licence until what time do they run? <b>N/A</b>	
Can the school be used in the half term and holidays ? <b>Yes</b>	