

Information about Halls, Multi use & Conference room for hire

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