



Nottingham Nursery School & Training Centre

Training Centre Hire Facilities

Overview

The Nottingham Nursery School & Training Centre is a purpose built facility with indoor and outdoor areas for hire, which was opened in September 2008. Situated above the Nursery School, the Training Centre is primarily used as a venue for training childcare and education professionals, but is also available to hire for corporate or other groups or individuals.

Facilities

With every booking for our main training space, our centre can offer you:

- Fully air-conditioned training room seating up to **30 boardroom**, **48 cabaret**, and **60 theatre style** (other layouts are available on request)
- Two additional break-out spaces
- Spacious outdoor decked area where delegates can relax (weather permitting!)
- Free Wi-Fi throughout the building
- Use of a lap-top, projector and interactive whiteboard in the training room
- Use of flip-chart and pens
- Table water and sweets, hot drinks and break-time biscuits
- Kitchen facilities and dining space – see catering information for various options
- On-site IT support

In addition, we also can offer the following spaces for hire (with a separate charge)

- A separate outdoor forest school area with orchard, fire pit, pond, story-telling area, sculpture trail and natural climbing area
- Small meeting room





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Training Centre Hire - Pricing Structure

Main Training Space (up to 30 boardroom, 48 cabaret, 60 theatre style)

	Partner Organisations*	Other Organisations
Hourly Rate	£30	£35
Half Day (8.00-12.30 / 1.00-5.30pm)	£110	£130
Full Day (8.00-5.30pm)	£190	£230
Weekday Evening (6.00-8.30pm)	£60	£75
Saturday Day Rate (9.00-5.00pm)	£200	£240

Forest Garden (available for outdoor practitioners – adults only)

	Partner Organisations*	Other Organisations
Hourly Rate	£50	£60
Half Day (8.00-12.30 / 1.00-5.30pm)	£185	£220
Full Day (8.00-5.30pm)	£320	£380

Informal Meeting Room (seats up to 10 with side tables)

	Partner Organisations*	Other Organisations
Hourly Rate	£15	£20
Half Day (8.00-12.30 / 1.00-5.30pm)	£55	£65
Full Day (8.00-5.30pm)	£85	£100

Frequent Use Benefits

For 6-11 bookings (made at the same time) 5% discount

For 12 or more bookings (made at the same time) 10% discount

All prices are inclusive of VAT

*Voluntary Sector Organisations / Nottingham City Council / CLP / Transform



Nottingham Nursery School & Training Centre

Bespoke Service – Forest School Sessions

Our 'Forest Garden' was created to be a Forest School site and can be accessed independently of the Nursery school off Bramcote Street. It was designed for 3-5 year olds and is available for early years children and outdoor practitioners to hire.

There is a fire pit, fenced pond, willow tunnel and domes, climbing area, bridges and balancing over a trench, an orchard, a bug hotel, sticks to make dens and lots more!

Our experienced Forest School Leader is able to offer 2 hour sessions at £80 per session (maximum 20 children). In the event of exceptionally poor weather conditions, we may have to postpone the visit. We will always let you know if this is the case the day before.

The Forest School Leader will plan and lead the session but we will require at least 3 of your staff to support (higher ratios are required for under 3s and if you want the children to pond dip). The Forest School Leader is a qualified paediatric first aider. We provide outdoor waterproofs; your children and adults just need warm clothes and wellies.

We will tailor the provision to your requirements and examples of activities on offer for the children include:

- making popcorn over a fire
- animal homes
- bug hunting
- den building
- making smelly potions
- pond dipping

There is also plenty of space to climb, run, balance, hide and just enjoy being outside.

It is a magical space!





Nottingham Nursery School & Training Centre

Bespoke Service – Tours and Consultancy

As an outstanding maintained nursery school with a very unique learning environment and many experienced practitioners including qualified forest school teachers, we can offer a bespoke advisory service tailored to your specific requirements.

We can offer a flexible combination of:

- Tours of our nursery setting
- Time to discuss your area of interest with one of our expert practitioners or our Head Teacher
- Collaborative working including a visit to your setting with documented feedback to support you to:
 - reflect on your provision
 - identify areas for development
 - formulate an action plan
- Bespoke training sessions for you and your team

Our areas of specialist knowledge include:

- Effective Early Years Learning Environments
- Early Years and Inclusive Education
- Early Years assessment – evidence gathering and data analysis
- Putting early years' principles into practice – solving logistical problems
- Working with parents in the early years
- Forest school provision and risk taking for very young children
- Developing forest school provision and practice
- Developing outdoor learning across the primary phase
- Transition from home to school, nursery to reception and early years to key stage one.

Please contact us to discuss your requirements so that we can devise a package which meets your needs. Costs begin at £100 for a one hour guided tour (for up to 6 practitioners) with a one hour reflective or problem solving consultancy session.



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Booking Form

Date Required		
Times required (including time to set up/clear away)	From:	To:
Organisation		
Title of Event		
Estimated no of Delegates	<input type="checkbox"/> 1-10 <input type="checkbox"/> 11-20 <input type="checkbox"/> 21-30 <input type="checkbox"/> 31-40 <input type="checkbox"/> 40+	
Room Layout	<input type="checkbox"/> Boardroom <input type="checkbox"/> Theatre <input type="checkbox"/> Cabaret <input type="checkbox"/> Other (please specify)	
Additional Requirements		
Catering options Please state which options and numbers of delegates you require for breakfasts / lunches. Please also include any dietary requirements.		
Name of person making booking		
Invoice address		
Telephone No:		
Email address:		

In returning this booking form you are agreeing to the terms and conditions attached.

Office Use Only

Date Form Received	
Date Invoiced	
Date Payment Received	



Nottingham Nursery School & Training Centre

Training Space Bookings – Terms & Conditions

- Bookings should not be considered to be confirmed until the booking form has been received by us and you have received email confirmation. Provisional bookings will only be held for 14 days.
- The Training Suite at The Nottingham Nursery School & Training Centre (NNSTC) is available for hire from 8.00am to 8.30pm Monday to Friday and 9.00am to 5pm on Saturdays. Additional hours are at the discretion of the school.
- All attendees will be expected to sign in and out of the building at Reception.
- Hirers of the facility will be responsible for their own registers in case of fire or fire drill.
- All Fire Exits will be clearly marked and should not be obstructed in any way. It is the hirer's responsibility to draw attendees attention to the action to be taken in the event of an evacuation.
- The main training space at NNSTC has free wi-fi. The network and password details for this are on display in the training room. NNSTC are not responsible for any loss of service or connectivity.
- Loss of or damage to any property owned by NNSTC during a booking must be paid for by the hirer. On confirmation of booking, the hirer agrees to replace or pay to NNSTC the cost of making good any damage caused to the premises or equipment by the hirer or the delegates and, in the case of equipment, to cover the cost of temporary hire entered into for the period of repair or replacement. Any breakages or damage must be reported to reception on the day, prior to leaving the building.
- All property is brought onto or left on the premises is done so at the owner's risk and NNSTC accept no liability for damage or loss.
- If using own equipment, this must have a valid electrical test label and this will be subject to visual inspection. NNSTC has the right to forbid or disallow the use of any equipment considered to be unsafe.
- The person leading the session is responsible for ensuring the room is left in a clean and tidy condition at the end of the hire.
- The room will only be available for the time the room is booked, if access is required prior to the session starting this time must be included in the booking. The room must be vacated at the time specified as other events may be booked for later in the same day.
- For the main training space, table water, sweets, hot drinks and break-time biscuits are included in all bookings at no extra charge, subject to fair usage. NNSTC reserve the right to withdraw this provision at any time without notice.
- Catering requirements must be confirmed at least one week in advance of the hire date.
- One car parking space will be made available for hirers. As we are a Nottingham City Council site, parking here is chargeable and you are responsible for informing us, on the day of hire, of your registration number. This is so that we can issue you with a complimentary pass which must be displayed on your dashboard. Failure to do this may result in a fine being issued, which will be beyond our control.
- Please note there is no car-parking for delegates on site and we do try to encourage the use of public transport. There is a limited amount of street parking surrounding NNSTC but please note that some of these roads are for permit holders only, please check appropriate signs if parking on the street. Full parking information and directions will be sent electronically with confirmation of booking. Please forward this information on to your delegates. These details can also be found on our website.
- Any problems on the day should be reported to Reception

- Smoking is not permitted anywhere on the site and no alcohol should be brought onto the premises.
- Please be aware that the Training Centre is part of The Nottingham Nursery School; please ensure appropriate behaviour is maintained whilst on the site.

Cancellation Policy:

An invoice will be issued following the hire of the room, which the hirer is required to pay within 30 days of receipt. In the event that a confirmed booking is cancelled and catering had been booked by NNSTC on behalf of the hirer, NNSTC reserve the right to charge for the full cost of the buffet.

If a confirmed booking is cancelled, the following charges will apply:

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| • More than 28 days' notice prior to the event | No charge |
| • 15-28 days' notice prior to the event | 25% of room hire charge |
| • 7-14 days' notice prior to the event | 50% of room hire charge |
| • 1-6 days' notice prior to the event | 100% of room hire charge |