

## **Use of School Facilities – OWW and Friends of Westminster School**

The School often receives requests from OWW and Friends of Westminster School who are looking to book rooms and sports facilities and in order to give an idea of what is and isn't possible, we've put together this guide which we hope you find helpful. Please email [alumni@westminster.org.uk](mailto:alumni@westminster.org.uk) if you have any further comments or questions.

### **Room Bookings**

As Westminster is a boarding school and sits within the precincts of Westminster Abbey, it can be difficult to agree to requests because of various scheduling and access constraints. That said, the School will consider all requests made by OWW and Friends of Westminster School, and we ask that in the first instance you contact us via email at [alumni@westminster.org.uk](mailto:alumni@westminster.org.uk) with the following information:

- Your name, house and years/child's house and years and your contact details
- The date you are requesting (with some alternative dates as well, if possible)
- The times (start and finish)
- The number of people coming to the event
- The type of event requested e.g. drinks reception, dinner, lecture/meeting, etc.
- What sort of catering you would like

Having all this information well in advance makes it easier for us to check what else is happening at the School, if the requested event is possible, and what the situation is regarding room availability.

### **Summer Lets**

Westminster uses non-term periods to conduct essential maintenance and refurbishment work and therefore does not hire out any facilities during the School holidays.

### **Group Visits to the School**

Unfortunately, it's not possible for the School to allow group visits. Various guides offer tours in Dean's Yard but access into Little Dean's Yard and the School is not part of their route. Any OW who wishes to visit the School should contact the Development Office with their request, as while it is not possible to enter any of the School buildings, escorted tours in Yard are sometimes possible.

### **School Tours for Prospective Pupils**

Tours for the parents of prospective pupils are open to parents only and we regret that family members or friends, even if they are OWW, cannot attend these with, or in place of, parents.

### **Filming**

It is rarely possible or appropriate to permit the use of the School or its buildings for filming or photo shoots. All requests should be made via the Development Office.

### **Sports Facilities (Vincent Square)**

#### **General Requests**

Vincent Square is in near constant use by both the Great and Under Schools, whether by pupils or for routine maintenance. For this reason it is not possible to permit wider outside use. Bookings will be considered for cricket only, not for football matches or any other sport. It is not possible to hire the Pavilion or playing fields for any activity other than cricket, e.g. fashion shoots, corporate team building exercises, charity games days, fairs, fetes, etc.

### **Cricket Pitches**

Every summer at the end of term we begin our OW cricket season, lasting for 10 days (8 games with a pitch rest in the middle). We then enter a brief period of corporate bookings when a charge at commercial rates is levied for use of the Square. As these funds go towards supporting the School's Bursary Programme, no reduced rates are offered. These dates are booked well in advance with final decisions on allocations made in October of the previous year. To make a corporate booking please email the details (proposed date, company name, type of event, contact details, etc.) to the Head Groundsman, Franklin Barrett, [franklin.barrett@westminster.org.uk](mailto:franklin.barrett@westminster.org.uk) and he will be in touch. Due to the high level of interest in using the Square, it is unlikely that a booking will be possible in the year of your request, but a waiting list system is in place in the event that a date becomes available.

For details of how to join the OW Cricket Club please email Jake Robson (AHH, 2001-06) [jnarobson@googlemail.com](mailto:jnarobson@googlemail.com)

### **Tennis Courts**

Use of the tennis courts is available at set times to members of the Vincent Square Residents' Association and the OW Tennis Club only.

For details of how to join the OW Tennis Club please email Tristan Vanhegan (HH, 1994–99) [tristanvanhegan@hotmail.com](mailto:tristanvanhegan@hotmail.com)

### **Sports Facilities (Westminster School Boathouse)**

The School's Boathouse does not hold the necessary licences to permit events, and therefore is unable to be hired out for non-School occasions.