

# Invitation to Tender



**The Harefield Academy**  
*Achievement through Active Learning*

## School Lettings

## **Key Aims**

The Harefield Academy is a secondary school and sixth form located between Uxbridge, Northwood and Rickmansworth, London. The school has state-of-the-art sporting facilities, a theatre, multi-purpose conference room, excellent classrooms, halls and ample parking spaces. The school is looking for a lettings company to support on the management, marketing and booking of lettings in order to drive maximum revenue.

## **Requirements and Information**

- The school is looking for a company that can maximise revenue from lettings at the school.
- Proposals can be of any model that proposes maximum revenue (e.g. booking system only, full management, etc.)

### **Facilities available:**

- Grass pitches
- Indoor 3G pitch
- Outdoor 3G pitch (floodlit)
- Theatre
- Sports Hall
- Conference Room
- Sixth Form Common Room
- Dining Area
- MUGA
- Classrooms
- IT Classrooms
- Cookery Room
- Music Studio

Please visit <https://harefieldacademy.schoolbookings.co.uk/> for more information on the school's facilities.

In addition we have a 50 place state-of-the-art boarding facility that is available to be let out for eight weeks a year during school holidays. This facility can be seen on our school website.

## **Tender Response Document**

**A proposal to outline the strategies, services and costing involved in managing the school's facilities out of hours in order to maximise lettings revenue.**

**As part of your response, please provide case studies of current projects, testimonials from clients and projected/potential profit revenue that you can make at The Harefield Academy.**

## **Other information**

Please also send your submission via email to [carol.reynolds@theharefieldacademy.org](mailto:carol.reynolds@theharefieldacademy.org)

Tender Timetable is as follows:

- Tender guidelines issued on 6<sup>th</sup> March 2019
- Tender submissions to be returned by 12.00pm on 19<sup>th</sup> March 2019
- Shortlisted bidders may be invited to interview

The Contract will be with The Harefield Academy.

Should you wish to see the school in order to understand the facilities then please contact:  
[carol.reynolds@theharefieldacademy.org](mailto:carol.reynolds@theharefieldacademy.org)

### **The Harefield Academy**

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