

ADDITIONAL CONDITIONS OF USAGE

SCALE OF CHARGES FOR LETTINGS

KITCHEN AREA NOT FOR LET

AREA	DAYTIME –term time (9.00am – 2.30pm)		HOLIDAYS-day time (8.00am - 6pm)		EVENINGS (6.00pm - 10.00pm)		WEEKENDS (9.00am - 11.00pm)	
	PRIVATE	COMMERCIAL	PRIVATE	COMMERCIAL	KS1 HALL & ARTSPACE ONLY PRIVATE	KS1 HALL & ARTSPACE ONLY COMMERCIAL	SATURDAY	SUNDAY
MAIN HALLS KS1 & DINING HALL	N/A	N/A	£30 per hour	£35 per hour	£45 per hour	£50 per hour	£55 per hour	£65 per hour
Artspace Hall	Negotiable Rate	N/A	£25 per hour	£30 per hour	£40 per hour	£45 per hour	£55 per hour	£65 per hour
PUBLIC LIABILITY	£5.00							
ADMINISTRATION *	Please see overleaf							

PLEASE NOTE:

Weekdays: Where more than one area is requested for hire a separate quotation will be given. Where daytime bookings finish at 6pm and there are no further bookings starting at 6pm, there will be an additional charge of £15.00 to cover the cost of the caretaker's close down salary.

Weekends: An additional charge of £30 will be applied to cover the cost of the caretaker's open and close down salary.

ADMINISTRATION CHARGES

Single Booking	£7.50
Amendment to Booking	£5.00

Any amendment to a booking must take place at least 7 days prior to the let and will be at a cost of £5.00. Verbal requests will be considered but must be immediately confirmed in writing.

The Hirer must not presume any amendment has been agreed until he/she is in receipt of written confirmation.