



Lettings Charges

School Lead: School Business Director

Governor Lead: *****

Last reviewed *March 2017*

Approval Date *February 2018*

Date of next review *March 2019*

Signature of Chair of Governors or Chair of Committee

THE MINSTER SCHOOL
LETTINGS CHARGES APRIL 2018 - MARCH 2019

This policy has been written with due regard to the school internal equality assessment.

As inflation remains low a 3% increase will take effect from 1st April 2018.

The 3% increase will take place to help cover costs for repairs, renewals and maintenance of the letting facilities including heating and lighting and will contribute towards the letting payments for caretakers.

Taken into account the agreed pay increase, the charges have been calculated with an average of 3% rounded to the nearest 50p. It should be noted that caretakers only receive letting fees paid on an overtime basis for any event finishing after 10.00pm Monday to Friday and for any weekend lettings.

This increase still gives the hirer excellent value for money and these costs are competitive compared with other local venues (checked February 2018). Heating and lighting costs are included in the charges.

For invoices that are not paid within 30 days of issue we will charge £15 to cover the administration of chasing the payment for each letter we send. No more than £15 per 30 days will be charged for late payment.

FREE AND SPECIALIST USE

FREE USE

The premises are given free of charge to the following :

- Any school useage, meeting or event
- MSPTA meetings or events
- Charity events organised by the school

SPECIALIST EQUIPMENT

The cost for the use of the kitchen will be calculated on an individual basis depending upon the requests of the hirer. The catering company may provide refreshments/meals to suit the hirers' needs.

Specialist equipment may be hired out and will be charged on an individual basis depending on the requirements of the hirer. A Lighting & Sound Technician may also be available to set up and be present for an event taking place for example in the Theatre requiring specialist equipment. The requirement for a Lighting & Sound Technician to attend a specific letting may be a hiring condition of the school, before approval is given granting the application to hire the facilities.

Scale A Charges

Scale A

are non profit organisations - i.e. rehearsals, meetings and classes (note that large events/ functions are Scale B)

2 HOUR SESSIONS

see * below for extending beyond 4 hours or beyond 10.00pm

	Mon-Fri	Saturday	Sunday
Hall	£26.00	£32.50	£39.00
Sports Hall	£26.00	£32.50	£39.00
Theatre (Rehearsal Rate)	£26.00	£32.50	£39.00
Gymnasium	£23.00	£30.00	£36.50
Changing Rooms (2)	£10.50	£14.00	£17.50

4 HOUR SESSIONS

see * below for extending beyond 4 hours or beyond 10.00pm

	Mon-Fri	Saturday	Sunday
Hall	£52.00	£65.50	£78.00
Sports Hall	£52.00	£65.50	£78.00
Theatre (Rehearsal Rate)	£52.00	£65.50	£78.00
Specialist Subject Room	£47.00	£58.00	£71.00
Recital Room - includes piano hire	£47.00	£58.00	£71.00
Gymnasium	£47.00	£58.00	£71.00
Breakout Space	£47.00	£58.00	£71.00
Drama Room	£33.50	£39.00	£46.50
Classroom	£33.50	£39.00	£46.50
Changing Rooms (2)	£20.00	£27.00	£33.50

Additional Accommodation

Theatre (Rehearsal Rate)	£33.50	£39.00	£44.50
Specialist Subject Room	£33.50	£39.00	£44.50
Recital Room - includes piano hire	£33.50	£39.00	£44.50
Gymnasium	£27.00	£33.50	£38.00
Breakout Space	£27.00	£33.50	£38.00
Drama Room	£11.50	£12.00	£13.50
Classroom	£11.50	£12.00	£14.50
Changing Rooms (2)	£11.50	£12.00	£14.50

* For each hour or part thereof for lettings that continue after the 2 or 4 hour session hired, or after 10.00pm there will be an additional charge of:

	Mon-Fri	Saturday	Sunday
	£24.00	£35.50	£40.00

Scale B Charges

Scale B

are non profit making organisations using the premises for charging or raising money (applies to any user of Scale A that are using the premises for anything other than normal meetings or classes) or any hirer using the premises on a regular weekly basis.

2 HOUR SESSIONS

see * below for extending beyond 4 hours or beyond 10.00pm

	Mon-Fri	Saturday	Sunday
Hall	£29.00	£35.50	£42.00
Sports Hall	£29.00	£35.50	£42.00
Theatre (Rehearsal Rate)	£29.00	£35.50	£42.00
Gymnasium	£27.00	£28.00	£36.50
Changing Rooms (2)	£10.50	£19.50	£22.50

4 HOUR SESSIONS

see * below for extending beyond 4 hours or beyond 10.00pm

	Mon-Fri	Saturday	Sunday
Hall	£58.00	£71.00	£84.50
Sports Hall	£58.00	£71.00	£84.50
Theatre (Rehearsal Rate)	£58.00	£71.00	£84.50
Specialist Subject Room	£52.50	£65.00	£78.50
Recital Room - includes piano hire	£52.50	£65.00	£78.50
Gymnasium	£52.50	£65.00	£78.50
Breakout Space	£52.50	£65.00	£78.50
Drama Room	£39.00	£46.50	£52.00
Classroom	£39.00	£46.50	£52.00
Changing Rooms (2)	£19.50	£39.00	£46.50

Additional Accommodation

Theatre (Rehearsal Rate)	£39.00	£46.50	£52.00
Specialist Subject Room	£39.00	£46.50	£52.00
Recital Room - includes piano hire	£39.00	£46.50	£52.00
Gymnasium	£33.50	£39.00	£46.50
Breakout Space	£33.50	£39.00	£46.50
Drama Room	£12.00	£13.00	£15.50
Classroom	£12.00	£13.00	£15.50
Changing Rooms (2)	£12.00	£13.00	£15.50
Kitchen	£19.50	£25.00	£39.00

* For each hour or part thereof for lettings that continue after the 2 or 4 hour session hired, or after 10.00pm there will be an additional charge of:

Mon-Fri	Saturday	Sunday
£24.00	£35.50	£40.00

Scale C Charges

Scale C

are private parties, wedding receptions and commercial hirers

4 HOUR SESSIONS

see * below for extending beyond 4 hours or beyond 10.00pm

	Mon-Fri	Saturday	Sunday
Hall and Heart Space	£129.00	£193.50	£258.50
Breakout Space	£65.00	£85.00	£104.00
One Classroom	£46.50	£65.00	£97.00
Additional Classrooms	£27.00	£33.00	£39.00
Sports Hall	£73.00	£110.00	£129.00
Theatre Evening (light and sound technician cost extra)	£258.50	£389.00	£453.00
Theatre Rehearsal (light and sound technician cost extra)	£104.00	£129.00	£156.50

CHARGES FOR OTHER ACCOMMODATION ARE AVAILABLE ON REQUEST

THEATRE BOOKINGS - Costs will be calculated for the hirers' individual needs taking into consideration the number of days required, any use of technical lighting and sound equipment and the cost of a Technician to attend the letting if applicable.

* For each hour or part thereof for lettings that continue after the 2 or 4 hour session hired, or after 10.00pm there will be an additional charge of:

Mon-Fri	Saturday	Sunday
£24.00	£35.50	£40.00

EXERNAL FACILITIES

ONE HOUR SESSIONS

Artificial Turf Pitch

AVAILABLE HOURS	Mon-Fri 18.00 - 21.30	Saturday 8.30 - 16.00	Sunday 8.30 - 13.00
Hockey or Football full sized pitch	£46.50	£58.00	£71.00
Hockey or Football juniors (0-15 yrs)	£33.50	£46.50	£57.50
5-a-side pitches (3)	£28.50	£33.50	£33.50
5-a-side pitches (3) juniors (0-15 yrs)	£19.50	£26.00	£26.00

ONE HOUR SESSIONS

Multi Use Games Area

AVAILABLE HOURS	Mon-Fri 18.00 - 21.30	Saturday 8.30 - 16.00	Sunday 8.30 - 13.00
Tennis individual court	£10.00	£10.00	£12.00
Tennis set of 3 courts	£23.50	£23.50	£33.00
Tennis set of 6 courts	£46.50	£46.50	£52.00
Netball set of 3 courts	£16.50	£19.50	£23.50
Netball set of 6 courts	£26.00	£33.50	£46.00

PRICES PER MATCH/GAME

Grass Pitches

AVAILABLE HOURS	Mon-Fri 18.00 - 21.30	Saturday 8.30 - 16.00	Sunday 8.30 - 13.00
Rugby full size pitch	£52.50	£58.00	£65.00
Rugby under 11's	£26.00	£33.50	£46.50
Football 2 grass pitches	£52.50	£58.00	£65.00
Football 2 grass pitches under 11's	£26.00	£33.50	£46.50