

LETTING CHARGES

(with effect from 1st January 2016)

PROFIT MAKING/CHARGING REGULAR ACTIVITIES OR GROUPS AFFILIATED TO THE SCHOOL

| Room | Before 6pm | After 6pm |
|-----------------------------|-----------------|----------------------------|
| Outside Areas | £7.50 flat rate | £7.50 per hour (or part) * |
| Class / Library / ICT Suite | £7.50 flat rate | £7.50 per hour (or part) * |
| Meeting Room | £10 flat rate | £8 per hour (or part) * |
| Hall | £8.00 per hour | £10 per hour (or part)* |

Regular use means weekly or monthly
For non-profit making groups a reduction to these charges is applied

PRIVATE AND OTHER TYPES OF HIRE

| | |
|-----------------------------|---------------------------------------------------------------------------|
| Whole School | £90 per day (up to 6pm) |
| Class / Library / ICT Suite | £12 per hour (or part)* |
| Meeting Room | £12 per hour (or part)* |
| Hall | £25 per hour (or part)*(after 6pm) £15 per hour (or part)*(before 6pm) |

A deposit of 25% of the total charges is required at the time of application.

Full payment is required within 14 days from date of invoice.

* To include time for setting up and clearing away.

Cheques made payable to: **Swavesey Primary School**
Bank Payments to: **Barclays Bank, 20-17-19 Ac 70162744**

Approved at Resources Committee Meeting, Weds 25th May 2016