

St Matthew's RC High School

Lettings Policy and Charges 2016



Reviewed: November 2016

To be reviewed: September 2017

**St Matthew's RC High School
Lettings Policy and Charges
2016**

Charging Table

(To be read in conjunction with the notes on the next page)

Facility	Rate	Junior clubs/community clubs		Standard adult rate	
		Block booking	Single booking	Block booking	Single booking
Sports Hall	Standard	£23	£25	£28	£30
Dance Studio	Standard	£15	£17	£18	£20
Classroom	Standard		£12	£15	
Food Class Room	Standard	£25		£28	
3G 5 a side pitch	Standard	£25	£28	£30	£33
Full 3G pitch with changing	Standard	£60		£80	

All prices are per hour

Main Hall - Price on application

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Notes

- Prices are stated per hour inclusive of VAT.
- *Block bookings are for 10 consecutive sessions or more and must be paid in full prior to the commencement of the first session.
- Bookings are subject to availability.
- Weekday sessions are between 6pm and 10pm. (3G must close by 9.00 pm and off pitch for 9.30 pm weekdays) Everyone should be off site by 10.30 pm. Weekend sessions are 9am to 6pm. Everyone at weekends should be offsite by 6.30 pm (3G pitch cannot be used after 6.00 pm Weekends) Only in exceptional circumstances will lettings be permitted on Bank holidays. There are no lettings Easter Weekend (Good Friday, Holy Saturday, Easter Sunday or Easter Monday).
- Sessions must include set up and dismantling time.
- Alterations & cancellations of bookings within 48 hours of the session booked will not be accepted. The session will be charged in full.
- Payment should be made at least 1 week prior to session.
- A community rate is available on applications for activities which benefit the community and are delivered by "not for profit" organisations.
- The school reserves the right to charge at the appropriate level.
- All offers subject to change.
- Bookings may have to be cancelled at short notice for school use at any time - cancellations –e.g. exam periods or where school teams successfully progress in competitions. School will try to ensure maximum notice is given to groups about cancellations.
- All prices will be reviewed in July for implementation at the start of the academic year.

- Main Hall - Price on application - Price to be charged should be discussed and approved with the School Business Manager in advance.

- The Food Class room is not available as a food preparation area for events in the main hall.

- Please refer to the lettings procedures.