

Letting Charges for the Orchard School 2018

Schedule of Charges

(All charges exclusive of VAT)

Type of Accommodation	Hourly Charge
<p>Conference Facility – The Atkins Room (day time charge 9.00 am until 8.00 pm) Max. number 40 Includes use of plasma screen & flip charts.</p>	<p>£11.00 plus £1.10 per delegate for light refreshments. If catering from an outside supplier is organised by the school or from an outside provider by the hirer, a charge of £5.50 is charged for up to 10 delegates, £11.00 is charged for over 10 delegates, to cover service costs, in addition to the cost of catering.</p>
<p>Conference Facility – The Atkins Room Saturdays (available 9.00 am – 1.00 pm) Includes use of plasma screen & flip charts; key holder required if site manager unavailable.</p>	<p>£25.60 plus £1.10 per delegate for light refreshments. Catering is not normally organised by the school. If catering from an outside supplier is organised from an outside provider by the hirer, a charge of £5.50 is charged for up to 10 delegates, £11.00 is charged for over 10 delegates, to cover service costs.</p>
<p>Conference Facility - Meeting Room (day time charge 9.00 am until 8.00 pm) Max. number 15</p>	<p>£8.85 plus £1.10 per delegate for light refreshments. If catering from an outside supplier is organised by the school or from an outside provider by the hirer, a charge of £5.50 is charged for up to 10 delegates, £11.00 is charged for over 10 delegates, to cover service costs, in addition to the cost of catering.</p>
<p>Conference Facility - Meeting Room Saturdays (available 9.00 am – 4.00 pm)</p>	<p>£22.10 plus £1.10 per delegate for light refreshments. Catering is not normally organised by the school. If catering from an outside supplier is organised from an outside provider by the hirer, a charge of £5.50 is charged for up to 10 delegates,</p>

	£11.00 is charged for over 10 delegates, to cover service costs.
<p>Dining Room - (after 6.00 pm – 8.00 pm Monday to Thursday only, and during school holidays Mon – Fri from 9.00 am – 6.00 pm); key holder required if site manager unavailable.</p> <p>Please note that the Dining Room is generally restricted to groups known to the school. The Kitchen is not available to hire</p>	£16.55 plus £1.10 per delegate for light refreshments. If catering from an outside supplier is provided by the hirer during the holidays, £5.50 is charged for up to 10 persons, £11.00 is charged for over 10 persons, to cover service costs.
Dining Room – Saturdays (available 9.00 am – 1.00 pm)	£27.85 plus £1.10 per delegate for light refreshments. If catering from an outside supplier is provided by the hirer, £5.50 is charged for up to 10 persons, £11.00 is charged for over 10 persons, to cover service costs.
Sports Hall & Changing Rooms (after 6.00 pm – 8.00 pm and during Saturdays from 9.00 am – 1.00 pm & school holidays Mon – Fri from 9.00 am – 6.00 pm); key holder required if site manager unavailable.	£27.85 A daily rate can be negotiated with the agreement of the governing body.
Sports Pitch, Grounds & Playgrounds (after 6.00 pm – 8.00 pm and during Saturdays from 9.00 am – 1.00 pm & school holidays Mon – Fri from 9.00 am – 6.00 pm); key holder required if site manager unavailable.	£22.05 A daily rate can be negotiated with the agreement of the governing body.
Heated Swimming Pools, Showers & Changing Rooms (4.00 pm – 8.00 pm, Mondays 5.30 pm – 8.00 pm, during school holidays 9.00 am – 6.00 pm). Times may be changed to meet the needs of the school as priority. Key holder required if site manager unavailable.	£27.85 per hour plus 30 minutes per session at £14.00 to account for the use of the changing rooms before and after the swimming session. Only available for qualified pool staff. Where a lifeguard is required for a children’s party, the charge is a minimum of £33.10 for 2 hours.

<p>Heated Swimming Pool, Showers & Changing Rooms – Saturdays (available 9.00 am – 1.00 pm)</p>	<p>£38.55 per hour plus 30 minutes per session at £19.25 to account for the use of the changing rooms before and after the swimming session. Only available for qualified pool staff.</p> <p>Please note regulations in Appendix H regarding VAT where a series of bookings is made</p> <p>Where a lifeguard is required for a children’s party, the charge is a minimum of £33.05 for 2 hours.</p>
<p>Play Room & Soft Play Room (after 6.00 pm – 8.00 pm and during school holidays Mon – Fri from 9.00 am – 6.00 pm); key holder required if site manager unavailable.</p>	<p>£11.00</p> <p>Additional cleaning charge, if applicable - £9.90</p>
<p>Play Room & Soft Play Room - Saturdays (available 9.00 am – 1.00 pm)</p>	<p>£16.50</p> <p>Additional cleaning charge, if applicable - £9.90</p>

Light refreshments means tea, coffee, cordial and water plus biscuits. If hirers wish to order more substantial refreshments this will be at an extra cost and will only normally be available during the course of the school day. The cost of these refreshments will be according to the items ordered. No concessions will be available on these and VAT may be chargeable.

If food from an external provider is ordered and the letting is cancelled by the hirer less than 48 hours before the letting, the hirer shall be responsible for the full cost of the food and payment will be charged accordingly. Cancellations for a Monday must be made on Thursday.

Appendix B

Schedule of Concessional Rates for the Use of School Premises from September 2017

Organisation	Charge Payable
Group 1 All other groups other than indicated below.	Full Fee
Group 2 Staff (for personal social activities)	75% Full Fee
Short breaks Groups (Involving children from The Orchard School)	75% Full Fee
Parents for birthday parties including pool hire (additional charges for staff support apply)	75% Full Fee
Group 3 The Orchard School Activities including social functions and meetings relating to the children	Free
After School and Holiday Play Schemes run by The Orchard School	Free

There are additional discretionary daily rates and concessions for other groups offering experiences and activities for children who attend The Orchard School available obtainable only with the agreement of the Head Teacher and/or governing body.

Parents are encouraged to make use of the Parents' Room free of charge.