



## Hove Park School Lettings Charges Policy

<b>Date Ratified:</b>	<b>Frequency of Monitoring Report:</b>	<b>Frequency of Review:</b>	<b>Next Review Date:</b>
31.03.14		Annually	Spring 2015
<b>Governor Link:</b>		<b>Staff Link:</b>	<b>Committee:</b>
Chris Curson		A Weeks	Management and Finance

## Lettings Charges 2014-2015

### **Weekdays** (£55 minimum)

First Hour	£25
Second Hour	£20
Third Hour	£15
Subsequent Hours	£15/Hr

Caretakers Time 2 hours @ 1.5  
£22.76 inc. on costs / hour = £45.52

### **Saturday** (£135 minimum)

First 2 Hours	£135
Subsequent Hour	£15 then £10 per hour

AM 2 hours @ 1.5 = £45.52  
All Day 4 hours @ 1.5 = £91.04  
+20% after 8.00p.m. £9.12 per hour

### **Sunday** (£150 minimum)

First 2 hours	£150
Third Hour	£20
Subsequent Hours	£20/Hr

All Day 4 hours @ 2.00 £121.36

Discount of 10% for long-term bookings or for 3 days or more.

### **Media Use** (Subject to Headteacher approval)

Rooms - £100 per day per room  
Chaperone - £180 per day  
Meetings with staff - £20 per hour per person  
Administration / Telephone / Photo-copying etc all charged according to usage

### **Energy Surcharge** - 1October to 31 March

£5.00 per hour