

Appendix A

Letting Charges for the Orchard School 2015/2016 (Revised September 2013 – increment of 5% applied – no increase in future years as of May 2016)

Note:

Reviewed at Finance Governors 15th September 2015 (further comparisons required – findings to be minuted at next finance meeting 26th November 2015) – no change in charges.

Schedule of Charges

Appendix A outlines the revised schedule of charges for the year 2015/2016 to come into effect no later than **the start of the Summer Term** in order to give sufficient notice to hirers. These will be reviewed by the governing body on an annual basis at the start of the autumn term of each school year but governors reserve the right to make discretionary charges where circumstances merit this.

(All charges exclusive of VAT)

Sessional charge payable for one off lettings only when the letting is outside school hours:

Monday- Friday	£10.50
Saturday	£15.75
Sunday, public holidays	The school will normally be and half-term holidays unavailable for hire unless by special arrangement
arrangement	

Type of Accommodation	Hourly Charge
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.	£10.50 plus £1.05 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 £5.25 is charged for up to 10 delegates, £10.50 is charged for over 10 delegates, to cover service costs, in addition to the cost of catering.
Conference Facility – The Atkins Room Saturdays (available 9.00 am – 4.00 pm) Includes use of plasma screen & flip charts; key holder required if site manager unavailable.	£26.25 plus £1.05 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 £5.25 is charged for up to 10 delegates, £10.50 is charged for over 10 delegates, to cover service costs.

Conference Facility - Meeting Room (day time charge 9.00 am until 8.00 pm) Max. number 15	£8.40 plus £1.05 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 £5.25 is charged for up to 10 delegates, £10.50 is charged for over 10 delegates, to cover service costs, in addition to the cost of catering.
Conference Facility - Meeting Room Saturdays (available 9.00 am – 4.00 pm)	£21.00 plus £1.05 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 £5.25 is charged for up to 10 delegates, £10.50 is charged for over 10 delegates, to cover service costs.
Heated Swimming Pools, Showers & Changing Rooms (4.00 pm – 7.00 pm, Mondays 5.30 pm – 7.00 pm, during school holidays 9.00 am – 4.00 pm). Times may be changed to meet the needs of the school as priority. Key holder required if site manager unavailable.	£26.50 per hour plus 30 minutes per session at £13.25 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 £31.50 for 2 hours.
Heated Swimming Pool, Showers & Changing Rooms – Saturdays (available 9.00 am – 4.00 pm)	£36.70 per hour plus 30 minutes per session at £18.35 to account for the use of the changing rooms before and after the swimming session. Only available for qualified pool staff. Please note regulations in Appendix H regarding VAT where a series of bookings is made Where a lifeguard is required for a children's party, the charge is a minimum of £31.50 for 2 hours.

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 January 2015 (no change since January 2013)

Organisation	Charge Payable
Group 1 All other groups other than indicated below.	Full Fee
Group 2 Staff (for personal social activities)	75% Full Fee
Sandwell Multi-Agency Groups	75% Full Fee
Parents for birthday parties including pool hire (additional charges for staff support apply)	75% Full Fee
Group 3 School Activities including social functions and meetings relating to the children	Free
Daytime Saturdays & School Holiday Play Schemes involving children from The Orchard School & where funding has been agreed	Free

There are additional discretionary daily rates and concessions for other groups offering experiences and activities for children available obtainable only with the agreement of the governing body.

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

Note: Hirers must sign the lettings policy and ensure they have appropriate insurance in place (this will be checked by a member of the admin team prior to any booking and for any continual bookings will be checked and verified on an annual basis)

JR updated 24.09.2015