



Hire charges for the Academic Year 2018/19 TWESELDOWN INFANT SCHOOL

If you are considering hiring the school for your event, please contact the school office for further information.

Email: adminoffice@tweseldown.hants.sch.uk

Telephone: 01252 628843

HOURLY CHARGES

1 April 2018– 31 March 2019

(VAT is not included – see notes)

Regular Opening Hours

(other times by prior arrangement)

Term Time: Monday – Friday 3:10 pm – Midnight

Weekends 8.30 am – 5 pm

School Holidays

Monday – Friday 8.00 am – 11.00 pm

Weekends 9.00 am – 5.00 pm

	PRICES PER HOUR		
	HALL	CLASSROOM or COOKERY ROOM	FIELD
<i>EVENINGS & WEEKENDS ARE SUBJECT TO ADDITIONAL COST OF CARETAKER TO UNLOCK/CLEAN & LOCK (+ £35) Weekends subject to agreement with the Caretaker</i>			
DAYTIME USE FOR BENEFIT TO OUR PUPILS (SCHOOL CLUBS)	£10.00	£8.00	£10.00
EVENING USE FOR BENEFIT TO OUR PUPILS (SPORTS ETC)	£10.00	£8.00	£10.00
WEEKEND USE FOR BENEFIT TO OUR PUPILS (SPORTS ETC)	£15.00	£12.00	£10.00
DAYTIME USE FOR LOCAL COMMUNITY (CHILDREN/ELDERLY)	£20.00	£15.00	£20.00
EVENING USE FOR LOCAL COMMUNITY (CHILDREN/ELDERLY)	£20.00	£15.00	£20.00
WEEKEND USE FOR LOCAL COMMUNITY (CHILDREN/ELDERLY)	£20.00	£15.00	£20.00
DAYTIME USE FOR OTHER GROUPS	£25.00	£20.00	£25.00
EVENING USE FOR OTHER GROUPS	£25.00	£20.00	£25.00
WEEKEND USE FOR OTHER GROUPS	£25.00	£20.00	£25.00
<ul style="list-style-type: none"> Rates are discretionary with the Headteacher & Governing Board Approval 			

NOTES

- i) The above charges do not include VAT. For general hires of rooms, school halls etc. VAT is not charged, unless the school is asked to provide any equipment such as sound systems, OHPs, computers etc (tables and chairs can be used without the need to add VAT).
- ii) VAT may be exempted under HM Revenue and Customs rules if the hirer qualifies as an eligible organisation and pre-books for ten occasions or more. Apply to the school.

Cancellations and Amendments

- All requests for cancellations and/or transfers must be received in writing.
- Changes will become effective on the date of written confirmation being received.
- The appropriate cancellation fee will apply as shown below.

Calendar days notice before the date of hire	Cancellation fee
28 calendar days more	No charge applicable
15 -27 calendar days	50% of the hire fee will be charged
Between 1 and 14 calendar days (inclusive)	100% of the hire fee will be charged
Failure to attend	100% of the hire fee will be charged