

Lettings Charges 2017-18

Approved	Nov 2017	Responsibility	Resources Committee
Review	Annually		



The charges set out below are linked to the following policies:
CHARGING, REMISSIONS, LETTING and DEBT RECOVERY POLICY,
Health and Safety

Charges are set and reviewed by the Governing Body at the start of each academic year. Charges are per hour unless there is a continuous let of over 1 week. In this instance please contact the school to discuss.

Facility	Use by under 18's	Use by 18's and over
School hall	£15.00	£25.00
Small kitchen (including fridge, kettle, sink, cooker/microwave)	£5.00	£10.00
Outside space – large field and hard surface (not tennis court)	£10.00	£25.00

VAT

The above charges do not include VAT. VAT may be chargeable based on the time and nature of the hire agreement, this will confirmed at the time of booking.

Payment

A deposit of 50% of the total hire charge is payable upon booking and is non-refundable. Full payment is required at least 10 days before the start of the letting period via cheque payable to Greenfields Junior School. If you wish to pay by bank transfer please contact the school office.

Hire agreement

All lets are subject to the Greenfields Hire Agreement which must be signed before the let takes place (please see separate policy).