



Lettings Charges Aldermaston CE Primary School

Version: 1

Reviewed by: Finance Committee

Date adopted by FGB: July 2020

Review by: July 2021 (1 year)

Role	Signature	Date
Headteacher	Mrs M Higgs	
Chair of Governing Board	Mrs S Chaventre	

CHARGES FOR HIRE OF SCHOOL HALL

CHARGES FOR USE OF HALL, TOILETS, CHAIRS & TABLES

HOURLY RATE - £18 for first hour, £15 per hour thereafter

SESSION RATES - £45 per session **
Morning Session 8am – 12pm
Afternoon Session 1pm – 5pm
Evening Session 6pm – 10pm

**Additional hours charged at £15 per hour

ADDITIONAL ITEM(S) CHARGES (IF REQUIRED)

Use of hot water and kitchen for the purpose of tea/coffee and light refreshments (use of mugs and kettles included on request) £5 per booking

Use of showers £5 per booking

BANK HOLIDAYS

A surcharge may be applied for bookings made on Bank Holidays.

EXCESSIVE CLEANING

Where excessive cleaning is required after a letting, a charge will be made based upon the time spent by staff in remedial cleaning. This charge will be £10.00 per person per hour.