

Hermitage Primary School

Letting Charges

Location	Capacity	Cost
Small Hall	Capacity for 40 people	£35 for first hour £30 for second and any subsequent hours
Large Hall	Large Hall 120 People	£50 for first hour £45 for second hour £40 for third hour and subsequent hours
Mugu		£20 hour
Field		£20 hour

Notes

- A £50 weekend supplement will be levied on all categories of letting to cover the extra cost of caretaking / cleaning incurred by the school outside the standard school week.
- All lettings will require a deposit of £200 to cover the eventuality that extra cleaning is required in order to return the hired area to a satisfactory state, or if a chargeable breakage occurs, this money will be used to offset the costs of cleaning and / or repair.
- A minimum of 2 hours will be charges irrespective of duration of let.
- Accessing the IT infrastructure may incur additional charges.
- The cost of the hall is only for the space, accessing the table and chairs will incur an extra cost.
- Accessing the kitchen is not allowed
- Additional site costs may be charged if there are large numbers onsite, over 150 people will require 2 duty site officers.
- The hirer will arrange their public liability insurance before the rental commences.