

APPENDIX 8 - CORBETS TEY SCHOOL – LETTINGS POLICY

Corbets Tey School Facilities Hire Price List as of November 2020

	Soft Play. Capacity 20 inc. parents/ carers.	Sensory Playgrounds Capacity 50 (no toilet block/ building access).	Field and Playground (no toilet block/ building access).	Outdoor Toilet Block.	Classroom. Capacity 20.	Main Hall. Capacity 100. Weekday evenings and weekend daytime.	Main Hall. Capacity 100. Weekend evenings, 5pm- 9pm.	Swimming Pool. Capacity 20. Lifeguard and staff supplied by school.	Swimming Pool. Capacity 20. Lifeguard and staff supplied by hirer.
Private User Per Hour	£50	£50	£30	£10	£50	£40	£80	£105	£85
Priority User Per Hour	£30	£30	£20	£10	£50	£40	£60	£85	£40

All bookings are subject to:

Annual admin charge **£30**

Cleaning/maintenance charge per session **£32.50**

Booking Scenarios/Examples of private users one off sessions:

1 Hour Use	Sensory Playgrounds	Outdoor Toilet Block	Annual Admin Charge	Cleaning Charge	Total to Pay
Price	£50	£10	£30	£32.50	£122.50

2 Hour Use	Soft Play	Sensory Playgrounds	Annual Admin Charge	Cleaning Charge	Total to Pay
Price	(£50x2hrs) £100	(£50x2hrs) £100	£30	£32.50	£262.50

Booking Scenario/Example of a Priority User's block booking for an after school club:

1 Hour Use X 5 weeks	Field and Playground	Outdoor Toilet Block	Annual Admin Charge	Cleaning Charge	Total to Pay
Price	(£20x5wks) £100	(£10x5wks) £50	£30	(32.50x5wks) £162.50	£342.50

Pre-approved staff organised events, raising money to benefit the school pay a flat fee of £100 to cover cleaning and admin costs.
Any additional staffing (eg: first aider, site manager presence will be at an additional cost of £32.50 per hour).