

Redbridge Primary School

RED

“Resilience, Excellence, Determination”



Scale of Charges - Lettings

Effective from 1st September 2023

Date Approved	Next Review
2 nd March 2023	Spring 2024

CHARGES

AREA	HOLIDAYS-day time (8.00am - 6pm)		EVENINGS (6.00pm - 10.00pm)		WEEKENDS (9.00am - 11.00pm)	
	PRIVATE	COMMERCIAL	PRIVATE	COMMERCIAL	SATURDAY	SUNDAY
MAIN HALLS KS1 & DINING HALL	£30 per hour	£35 per hour	£45 per hour	£50 per hour	£55 per hour	£65 per hour

Minimum period for any Letting: 1 hour

Additional Charges (per hiring):

- Weekday close-down fee for last bookings ending at 6.00pm with no further booking: **£20.00**
- Weekend open and close down fee: **£35.00**

Additional Charges (per booking):

- **Public Liability:** £5.00
- **Administration Fees:**
 - single booking £7.50 (no charge for multiple bookings)
 - booking amendment: £5.00

Payments must be by BACS or CHAPS bank transfers. Cheques will not be accepted.