

HIGHFIELDS SCHOOL – LETTINGS CHARGES (PUBLIC DOCUMENT)
FROM 1 SEPTEMBER 2018

LUMSDALE

AREA/ROOM	HOURLY RATE
Sports Hall with changing rooms and locking up – all uses. Holidays/weekends will incur locking charges (£10 per lock/ unlock).	Adult £35 Junior £25
Wheeldon Hall	£32
Coffee Bar	£22
School Kitchen (subject to agreement with DCC Catering)	£32
Specialist classroom or teaching area	£25
General classroom	£15
Sports field with changing rooms	£22

LUMSDALE CRICKET NETS

LENGTH OF SESSION	HOURLY RATE
1 hour	£30 per session
2 hours (20% discount)	
3 hours (25% discount)	
4 hours (30% discount)	

STARKHOLMES

AREA/ROOM	HOURLY RATE
Gym with changing rooms – locking by arrangement, may be subject to charging at £10 per lock	Adult £30 Junior £20
Dance Studio	£25
Bowler Hall with dining area and changing rooms	£32
School Kitchen (subject to agreement with DCC Catering)	£32
General classroom	£15
Specialist classroom or teaching area	£25
Sports field with changing rooms	£22
Hard surface court with tennis nets, floodlights and changing rooms	Not available

DISCOUNTS

HIRER(S)	REASON FOR DISCOUNT
Junior sports clubs	School age users
Sports camps, holiday clubs etc	Day rates on application
Other discounts/ departure from policy	Various reasons to be agreed with the Headteacher and approved/minuted by Governors

ADDITIONAL COSTS

	COST
Locking and unlocking	As required at cost
VAT	20% if charged
Grand piano	Tuning fee unless hirer arranges own
Use of theatre lighting system	N/A
Technician to set up lights	On application
Portable staging set out and removal afterwards	£75.00
Black staging set out and removal afterwards	£25.00
Chairs set out	£15 per 200 chairs
Caretaker present and on duty	N/A
Technician present and on duty	On application
Additional cleaning	As required
Other costs	As required

VAT FOR SPORTS LETTINGS

VAT is charged on sports lettings unless:

1. Ten or more consecutive lettings (no more than 14 days apart) take place for the same sport in the same place.
2. Cancellations by either party causing a gap of more than 14 days will be subject to VAT, whatever the reason for the cancellation.

Areas of the school affected by the VAT rule are Sports Hall, Gymnasium, Dance Studio, tennis courts, sports fields but this is only for **sports** use. If these areas are used for **non-sporting** activities, VAT is not chargeable. If in doubt, sports use can be defined as an activity which requires participants to wear sports clothing and footwear.

OTHER INFORMATION

Hirers will be given an information sheet at the beginning of their hire period. Any concerns should be reported to the school at the earliest opportunity.

The school is not available for events which are 'open' (ie no ticket sales or register) for safeguarding and security reasons. Similarly, the school is not available to hire for parties, receptions, etc.