



ST BARTHOLOMEW'S SCHOOL
LETTINGS CHARGES
September 2007 – August 2008



LIFELONG LEARNING CENTRE

Room	Commercial Rate	Community Rate
Whole Conference Room	£329.50 per day (9am – 5pm) £190.50 per half day (8.30am – 12.30pm or 1.30pm – 5.30pm)	£111.00 per day £57 per half day (8.30am – 12.30pm or 1.30pm – 5.30pm) £14.00 per hour (until 6pm) £19.50 per hour (after 6pm)
Half Conference Room	£190.50 per day (9am – 5pm) £100 per half day (8.30am – 12.30pm or 1.30pm – 5.30pm)	£57 per day £29 per half day (8.30am – 12.30pm or 1.30pm – 5.30pm) £8.00 per hour (until 6pm) £13.50 per hour (after 6pm)
IT Suite (to include half conference room)	£330 per four hours Additional hours @ £66.00/hour <i>Price includes unlimited access to the internet and 100 printed A4 copies. All other printed copies charged at 26p/A4 sheet</i>	£216 per four hours Additional hours @ £44.00/hour <i>Price includes unlimited access to the internet and 100 printed A4 copies. All other printed copies charged at 26p/A4 sheet</i>

IT Suite Hire

All hirers must read, understand and sign a handbook detailing equipment and operation before any letting is confirmed.

Price includes tea/coffee per delegate once within a four hour period.

Conference Room Hire

All room hire includes equipment installed. Any additional equipment will incur VAT charges. Please specify on the booking form any equipment required for individual meetings/conferences.

Catering

Tea/coffee is inclusive when hiring the IT Suite. All other catering requirements are by a separate arrangement.

All rates are subject to a weekend surcharge of £7.00 per hour.