



**ST BARTHOLOMEW'S SCHOOL**  
**LETTINGS CHARGES**  
**September 2008 – August 2009**



**LIFELONG LEARNING CENTRE**

<b>Room</b>	<b>Commercial Rate</b>	<b>Community Rate</b>
Whole Conference Room	£339.50 per day (9am – 5pm)  £196.50 per half day (8.30am – 12.30pm or 1.30pm – 5.30pm)	£114.50 per day  £59 per half day (8.30am – 12.30pm or 1.30pm – 5.30pm)  £20.00 ph (after 6pm)
Half Conference Room	£196.50 per day (9am – 5pm)  £103 per half day (8.30am – 12.30pm or 1.30pm – 5.30pm)	£59 per day  £30 per half day (8.30am – 12.30pm or 1.30pm – 5.30pm)  £14.00 ph (until 6pm) £19.50 ph (until 6pm)
IT Suite (to include half conference room)	£340 per four hours Additional hours @ £68.00/hour  <i>Price includes unlimited access to the internet and 100 printed A4 copies. All other printed copies charged at 26p/A4 sheet</i>	£222.50 per four hours Additional hours @ £45.50/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 £7.20 per hour.**