

**RIDGEWAY PRIMARY ACADEMY LETTINGS  
SCALE OF CHARGES  
2015 – 2016**

ROOM	WEEKDAYS BEFORE 10PM					
	1 hour	2 hours	3 hours	4 hours	1/2 day	Full day
Main Hall	12.00	20.00		40.00	50.00	100.00
Classroom	5.00	10.00	15.00	20.00	25.00	50.00
Community Lounge	7.50	15.00	22.50	30.00	37.50	75.00
*Playing Field Discounted rate	10.00	20.00	30.00	40.00	50.00 45.00	100.00 90.00

ROOM	WEEKENDS					
	1 hour	2 hours	3 hours	4 hours	1/2 day	Full day
Main Hall	15.00	30.00	45.00	60.00	75.00	150.00
Classroom	7.50	15.00	22.50	30.00	37.50	75.00
Community Lounge	10.00	20.00	30.00	40.00	50.00	100.00
Playing Field Discounted rate	10.00	20.00	30.00	40.00	50.00 45.00	100.00 90.00

**IMPORTANT NOTES:**

- Playing Field – hire is weekends and holidays only – discount of 10% offered if booked for 4 hours or more per day
- Admin fee of £7.50 is charged on all bookings
- 50% deposit is required with your booking form, receipt will be issued upon full payment
- full payment due 14 days after letting or if a term letting within the first 4 weeks of hire
- **Please note you must include clearing up time in your booking**
- Cleaning up – please ensure all areas used are cleaned up, if additional cleaning is required by the Site Manager then a charge of £15 will be incurred
- Weekdays lettings – an additional charge of £20 if letting finishes after 10pm
- Half day letting is 8.00am to 1.00pm or 1.00pm to 6.00pm
- Full days letting is 8.00am to 6.00pm
- Classroom hire is after 4pm in term time
- Community Lounge – there are no toilet facilities when school is closed so we are unable to hire this after 6pm
- Charities/fundraisers – discounts are made for these organisations, please email [sbm@ridgeway.leics.sch.uk](mailto:sbm@ridgeway.leics.sch.uk)