

Looe Community Academy

Schedule of Community Charges

Purpose

Looe Community Academy (the Academy) is constantly seeking to promote and encourage community, social, educational and sporting diversity through the use of its facilities. As part of a charitable trust, the Academy's charges are reviewed with the aim of recovering costs and receiving contributions to maintain, repair and replace the facilities and equipment.

This Schedule reflects the standard charges for established activities, though it is possible to arrange a specific quote for new, special or non-standard activities.

Decisions to waive charges are only made in extreme circumstances and only by the Headteacher, as the waiver of income amounts to an expenditure by the Academy and needs to be approved accordingly. All waivers, regardless of value, will be formally recorded and lodged with the Finance Officer for audit purposes.

Points of contact

For all community activities, rooms and hall bookings, please contact Stan Minnette, Site Manager on 01503 262625 in the first instance.

VAT

The Trust has elected to not register for VAT, therefore VAT cannot be charged on services provided.

Review

This Schedule will be reviewed periodically.

Annex:

A. Schedule of Charges.

Annex A Schedule of Charges

Facility/Time	Period	Price	Additions	Period	Price	
Dance, Drama and Music rooms						
Weekdays between 4:30pm and 7:00pm	per hour	£15	Stage lighting (without engineer)	per hour	£5	
Weekdays between 7:00pm and 9:30pm	per hour	£25	Stage lighting (without engineer)	per hour	£5	
Main Hall						
Weekdays between 4:30pm and 7:00pm	per hour	£20	Chairs	per hour	£10	
Weekdays between 7:00pm and 9:30pm	per hour	£35	Chairs	per hour	£10	
Main Hall with use of stage and chairs and use of two changing rooms	per hour	£55	Additional staging	per performance	£50	
			Use of kitchen and Small Hall	per day	£25	
			<i>Additional requirement: When using the kitchen to provide food or refreshments that require preparation of food, all preparers must hold a valid food hygiene certificate</i>			
			Use of Small Hall	per day	£15	
			Lighting and/or sound systems including technical support	per hour	£25	
			Use of external lighting and external sound engineers	per performance	£125	
<i>Additional requirements: All external equipment must be proven to be in good, safe condition and in date for electrical testing. All external persons working at height to set up the equipment must be proven to have been appropriately trained in working at height and in lighting rigging.</i>						
(Special performance package options can be designed and price separately)						
Weekdays between 4:30pm and 7:00pm			Rehearsals: up to 8 for booked performances	per hour	£15	
Weekdays between 7:00pm and 9:30pm				per hour	£25	
Saturdays between 9:30pm and 5:30pm Rehearsals: up to 8 for booked performances				per hour	£35	
Small Hall						

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Weekdays between 4:30pm and 7:00pm	per hour	£16			
Weekdays between 7:00pm and 9:30pm	per hour	£20			
As an area for refreshments when hiring the Main Hall	per day	£15			
Use of kitchen and Small Hall for refreshments when hiring the Main Hall	per day	£25			
<i>Additional requirement: When using the kitchen to provide food or refreshments that require preparation of food, all preparers must hold a valid food hygiene certificate</i>					
Astroturf mini-pitch/multi-use games area					
Weekdays between 4:30pm and 7:00pm	per hour unlit	£20			
Weekdays between 7:00pm and 9:30pm	per hour unlit	£30			
Sports Hall					
Weekdays between 4:30pm and 7:00pm	per hour	£20			
Weekdays between 7:00pm and 9:30pm	per hour	£35			
Badminton/Table Tennis					
Weekdays between 4:30pm and 7:00pm			Adults	55 minutes per court/table	£7
			Juniors (U16)	55 minutes per court/table	£5
Other facilities may be available for hire – please enquire to the Estate and Community Development Manager to discuss your requirements					

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