



# St Mary's C of E (Aided) Primary School

Link Lane, Pulborough, West Sussex, RH20 2AN

Tel: 01798 872007 Fax: 01798 875537 Email: office@st-marys-pulborough.w-sussex.sch.uk

## Scale of Charge for Hire of School Premises

From 1<sup>st</sup> April 2016

|   | <b>Category of Use</b> (see overleaf)<br>Charge per session:-<br>8.00am to 1.00pm, 1.00pm to 5.00pm or 5.00pm to 9.45pm<br>unless otherwise stated |                 |                 | <b>VAT</b> |
|---|--|-----------------|-----------------|------------|
|   | <b>A</b>   | <b>B</b>        | <b>C</b>        |            |
| <b>Basic Rooms</b>  |  |                 |                 |            |
| - Large Hall  | £16.25   | £32.50          | £63.00          |            |
| - Small Hall  | £16.25   | £28.00          | £56.00          |            |
| - Large Hall & Small Hall   | £25.00   | £50.00          | £100.00         |            |
| - Multi Purpose Room  | £16.25   | £24.20          | -               |            |
| <b>Outside Facilities</b>   |  |                 |                 |            |
| - Playing Field   | £16.25   | £16.25          | £16.25          | *          |
| - Netball Court   | £16.25   | £16.25          | £16.25          | *          |
| - Adventure Playground  | £16.25   | £16.25          | £16.25          | *          |
| - Outdoor Swimming Pool (Summer only)   | £17.00 per hour  | £17.00 per hour | £17.00 per hour | *          |
| <b>Heating</b><br>If heating is provided specifically for the letting the following additional charges will apply | £8.80p per hour  | £8.80p per hour | £8.80p per hour | * +        |
| <b>Additional Premises Manager Charges</b><br>The following additional charges apply if letting finishes:-        |  |                 |                 |            |
| - Between 9.45pm & 10.45pm  | £4.85  | £4.85           | £4.85           | * +        |
| - Between 10.45pm & 11.45pm   | £9.45  | £9.45           | £9.45           | * +        |
| - After 11.45pm   | £14.20   | £14.20          | £14.20          | * +        |
| - If Premises Manager is required for additional work eg setting out of chairs                                    | £9.80  | £9.80           | £9.80           | * +        |
| - For Sundays   | £12.90   | £12.90          | £12.90          | * +        |

### Insurance

Insurance is mandatory on all lettings to third parties unless the hirer can show that they have their own insurance which provides cover to value of £10 million.

The Hirer's Insurance arranged by West Sussex County Council can be arranged. The premium will be charged at 9% of the hiring fee plus 5% Insurance Premium Tax of the 9% amount.

### VAT

\* VAT may be payable on all lettings marked \* (See conditions overleaf for sports purposes)

+ If a letting invoice separately identifies charges such as caretaking, heating or administration, VAT is due on these separate elements even if VAT is not due on the letting itself.

*Please turn over ...*

## Category A

Use for purposes associated with the school or for definite educational purposes including:-

- Meetings of School Societies
- Workers' Educational Association classes
- Business meetings for Young Farmers Clubs
- Meetings of Old Scholars' Associations
- Approved Youth Organisations – regular activities
- Approved Youth social functions, confined to members and friends, with no charge for admission
- Arts Council of Great Britain, concerts and exhibitions
- Lecturers or meetings on agricultural or kindred subjects organised through Public Authorities
- Lecturers organised by the Police
- Parish Council Meetings etc
- Teachers' Association Meetings

NB: There is no charge for use in Categories A or C for PTA meeting, St Mary's Church, or fund raising for the benefit of the school. Charges may be levied as appropriate under sections 5, 6 or 7 of the Conditions of Hire of School Premises for fund raising activities.

Use for Religious purposes:-

- Sunday Schools and Clubs
- Church Choir Practices
- Religious Services and Meetings

## Category B

Use for other educational purpose and by local societies and local bodies for meetings and classes including:-

- Folk Dance Societies
- Choral Societies, where conducted not for profit but primarily for educational purposes
- Women's Institutes
- Townswomen's Guilds
- Nursing Associations
- Horticultural Societies
- Agricultural Societies
- Civil Defence and First Aid lectures
- Keep Fit Classes – outside bodies
- Study Classes
- Listening Groups etc
- Sports Clubs

Use of classroom for language lessons for foreign students

Parents' Associations – recreations activities, badminton, etc

Parents/Guardians of children attending St Mary's C of E (Aided) Primary School, Pulborough

## Category C

All use except those in Category A or B above including:-

Social use where public is invited and a charge for admission is made

Public performance of music, drama etc

Public functions, including:-

- Concerts
- Whist Drives
- Dances
- Theatrical performance
- Entertainment and social gatherings
- Horticultural shows
- Exhibitions etc
- Commercial games and coaching courses

Fund raising activities (except PTA's – see Category A above)

## VAT

VAT is payable on all hiring of facilities marked \* overleaf for sports purposes, unless in respect of a series:

- there is clear evidence of the existence of a formal arrangement, including a requirement that payment be made in full whether or not the option to hire is actually exercised on a particular occasion. Suitable evidence would be a formal agreement between the parties, an exchange of letters or an invoice issued in advance of the series requiring payment for the whole of the series.
- the series must extend over the playing season for the sport or for three calendar months whichever is less. A series must consist of at least ten individual hire periods occurring not less frequently than once a fortnight except for breaks caused by school holidays.

The formal arrangement is such that the licensee is granted exclusive use of the sports facilities during each period of hire.