



TWESELDOWN INFANT SCHOOL

Jubilee Drive
Church Crookham
Fleet
Hampshire
GU52 8DW

Telephone: 01252 628843

Headteacher: Mrs Kim Tottem

Tweseldown Infant School – Hire Charges 2023/2024

If you are considering hiring the school for your event, please contact the school office for further information.

Hourly Charges

(VAT is not normally chargeable)

1st April 2023 – 31st August 2024

Regular Opening Hours

(Other times by prior appointment)

Term Time: Monday - Friday 15:10pm – Midnight

Weekends 08:30am – 17:00pm

School Holidays: Monday - Friday 08:00am – 23:00pm

Weekends 09:00am – 17:00pm

Evenings and weekends are subject to additional cost of Site Manager to unlock/clean and lock at a charge of £35.00 (for example out of hour's parties).

Weekends are subject to agreement with the Site Manager

Prices per Hour

	Hall	Classroom or Cookery Room	Field
Daytime use for benefit to our pupils (i.e School Clubs)	£10.00	£8.00	£10.00
Evening use for benefit to our pupils (i.e Sports)	£10.00	£8.00	£10.00
Weekend use for benefit to our pupils (i.e sports)	£15.00	£12.00	£10.00

Daytime use for local community (children/elderly)	£20.00	£15.00	£20.00
Evening use for local community (children/elderly)	£20.00	£15.00	£20.00
Weekend use for local community (children/elderly)	£20.00	£15.00	£20.00

Daytime use for other groups	£25.00	£20.00	£20.00
Evening use for other groups	£25.00	£20.00	£20.00
Weekend use for other groups	£25.00	£20.00	£20.00

MUGA (Not floodlit 5 a side pitch)	£30.00 – per hour		
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Terms and Conditions

VAT

1.1 VAT is not normally chargeable for general hire of rooms, school halls etc. VAT is not charged, unless the school is asked to provide any equipment such as sound systems, OHPs, computers etc. (tables and chairs can be used without the need to add VAT)

1.2 VAT may be exempted under HM Revenue and Customs rules if the hirer qualifies as an eligible organisation and pre-books for ten occasions or more.

Field Hire

2.1 When hiring the field, the charges listed are for the field use only. If you require additional facilities this will incur an additional charge to be agreed upon request.

Cancellations and Amendments

3.1 All requests for cancellations and/or transfers must be received in writing

3.2 Changes will become effective on the date of written confirmation being received

3.3 The appropriate cancellation fee will apply as shown below Calendar days' notice before the date of cancellation	Cancellation fee
28 calendar days or more	No charge applicable
Between 15 and 27 calendar days (inclusive)	50% of the hire fee will be charged
Between 1 and 14 calendar days (inclusive)	100% of the hire fee will be charged
Failure to attend	100% of the hire fee will be charged

Commercial Advertising on School Property

Approval on a case-by-case basis.

1 month maximum, 2 month break cost of £50 a month, 2 maximum at 1 time.

Advertisement must be approved by the Headteacher prior to being displayed.

Size and location to be approved by school.