

Sir Thomas Rich's Hire Charges

For large events there is a £300 damage deposit. All or part of the deposit may be kept by the school if any of the terms below are not adhered to:

1. There will be no unauthorised use of any area
2. Unauthorised use of an area refers to any area of the school that has been not specified for use in the hire agreement.
3. It may also refer to any restrictions of use in any areas, which will also be specified in the hire agreement.
4. Damage to any items on site.
5. Smoking on site.



Hall £40 per	£40 per hour
Gymnasium	£23 per hour
Sports Hall	£35 per hour
Kitchen	£20 per hour + £50 cleaning fee (compulsory)
Dining Room	£15 per hour
Classrooms	£15 per hour
Parking Attendants + Additional Staff (any event over 150 guests)	£75 per staff
Cleaning Charge	£150
Equipment Charges	Varied – Must be agreed before event.

Chairs		F.O.C
Tables	30 or less	F.O.C
	30-80	£25
	80+	£50
Screen		F.O.C
Amps		£5 per amp
Microphone		£10

Smoking is strictly prohibited on site

You are responsible for removing any rubbish accumulated during the event.

Overrunning on agreed hours may result in a premium hourly rate charge.