**Room Hire Charges academic year 2022/23**

Standard Classroom (up to 16 people)

* Not for profit/Charity £16.00 per hour
* Other £21.00 per hour

Large Classroom (up to 30 people)

* Not for profit/Charity £21.00 per hour
* Other £24.00 per hour

Specialist Classroome.g. I.T. Suite or Pottery Studio

* All hiring £32.00 per hour

Small Hall (Brentwood)

* Not for profit/Charity £21.00 per hour
* Other £24.00 per hour

Standard Hall (Colchester, Basildon)

* Not for profit/Charity £21.00 per hour
* Commercial/ private £32.00 per hour

Grand Hall (Brentwood)

* Not for profit/Charity £32.00 per hour.
* Other £47.50 per hour

An additional cost of £30 per hour will be incurred per person if Technician and or out of hours site staff support is required. This will be confirmed at time of booking.

Catering and refreshments can be supplied if requested at time of booking. Please note that should catering or refreshments be ordered the cost of the overall package, including room hire, will be subject to VAT at the standard rate.

A Room Hire form will be completed by ACL and the hirer; a 10% non-refundable deposit will be required to secure the room booking. Full payment will be required 14 days before the planned start date. Where the room hire is required within 14 days of booking, full payment will be required at the time of booking.

You will need public liability insurance of at least £5 million – we would need to see a copy of this.

If your booking means under 18s may attend, we need to see your safeguarding policy, and have this approved by our Safeguarding team before we can approve your booking. In addition, we would need to see a risk assessment for the room hire activity.

If a hirer cancels their room(s) booking, a sliding scale of charges will be applied. Any refund due will be credited back to the hirer within 14 days. In the unlikely event that ACL needs to cancel a room booking a full refund will be given

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| **Cancellation period** | **Charge** |
| 14 working days or more prior to hire date | 10% |
| Between 7 and 13 working days prior to hire date | 50% |
| Between 48hrs and 6 working days prior to start of the planned course | 75% |
| Less than 48hrs notice | 100% |