



PUBLIC NOTICE

The Education & Employment Directorate wishes to inform the Public that the revised Charging Policy for Venues, Sporting and Leisure Facilities and Examination charges will be implemented with immediate effect.

Venue and Facilities Charges

Venue	Charges
Directorate Meeting rooms (Minimum charge 1 hour)	£1.00* per hour or part thereof.
School rooms (Meeting rooms) (Minimum charge 1 hour)	£1.00* per hour or part thereof.
Conference venue (Minimum charge 1 hour)	£2.00* per hour or part thereof.
Conference venue with facilities (Minimum charge 1 hour)	£3.00* per hour or part thereof.
Prince Andrew School Hall (Minimum charge 1 hour)	£4.00* per hour or part thereof.
Prince Andrew School Hall with dressing room facilities. The hire of Prince Andrew School Hall will be permitted for community and charitable use and all bookings will be charged. (Minimum charge 1 hour)	Rental fee of £30.00* per day/ evening + Plus a charge of 10% on overall ticket sales for productions and events or a 10% proportion of donations to contribute towards costs.

Sporting Charges

Sports facilities	Charges
Francis Plain whole field and facilities.	£30.00* per day
Squash Court	£0.50 per person per hour
Francis Plain Sports (Adults)	£20.00 per day*
Francis Plain Sports (under 16 year olds)	£20.00 per day*
Prince Andrew School Tuckshop. The hire of Prince Andrew School Tuckshop will only be permitted for approved events (as above).	Rental £10.00* Plus charges for the Water and Electricity

Examination Charges

Services	Charges
Examination Charges	The examination entry charges will be charged at full cost to the person/ entity requesting the examination. If the examination fee has been covered through the registration with the examination and/or professional body then it will not be charged.
Invigilation & Administration Charges	£25.00 per person per examination session.
Examinations Resits	Examination entry charges for all resits will be charged at full cost.
Examination Results	A fee of £15.00 will be charged for research associated with providing back dated examination results. A statement of results from Prince Andrew School (if results are available) can be provided at a cost of £10.00
Replacement certificates	Replacement certificates will be charged at full cost of certificate (charged by the examining/ professional body) plus an administration fee of £10.00.

**Charges for registered charities are half the rates listed.*