Lettings Policy

Purpose of Policy

The Governing Body regards the school buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of the Governing Body is to support the school in providing the best possible education for its pupils, and any lettings of the premises to outside individuals and organisations will be considered with this in mind.

Aim

Bingley Grammar School considers itself to be a place that can provide the local community with sports and other facilities. However, a charge will normally be levied to at least meet the additional costs incurred by the school. As a minimum, the actual cost to the school of any use of the premises must be reimbursed to the school’s budget where those activities are not directly aimed at raising pupil attainment and achievement.

Definition of a Letting

A letting may be defined as “any use of the school premises (buildings, equipment and grounds) by either individuals, not for profit organisations, or a commercial organisation”. A letting must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils. Use of the premises for activities such as staff meetings, parents’ evenings, Governing Body meetings, and extra-curricular activities of pupils supervised by school staff, fall within the corporate life of the school. Costs arising from these uses are therefore a legitimate charge against the school’s dedicated budget.

Charges for a Letting

The Governing Body is responsible for setting charges for the letting of the school premises. A charge may be levied in order to cover the following as appropriate:

- Cost of services (heating and lighting);
- Cost of staffing (additional security, caretaking and cleaning) - including “on-costs”;
- Cost of administration;
- Cost of “wear and tear”;
- Cost of insurance;
- Cost of use of school equipment (if applicable);
- Profit element (if appropriate).
The specific charge levied for each letting will be reviewed no less than annually by the Governing Body (or as delegated for Committee determination). A current schedule of rates is attached at Appendix 4.

VAT will be charged where applicable. Details of the VAT exemption rules are included in the Terms & Conditions of Hire (see Appendix 1).

Management and Administration of Lettings

The Headteacher is responsible for the management of lettings, in accordance with the Governing Body’s policy. The Headteacher may delegate all or part of this responsibility to other members of staff (e.g. person with responsibility for extended services / community development), whilst still retaining overall responsibility for the lettings process.

If the Headteacher has any concern about whether a particular request for a letting is appropriate or not, s/he will consult with the Chair of the Governing Body or Chair of a Governing Body Committee which has been given delegated authority to determine the issue on behalf of the Governing Body.

Where a letting is proposed during the school day due regard will be given to any issues affecting the safeguarding of pupils

The Governing Body will always reserve the right reject any booking request, or cancel/postpone any letting agreement in the event of the hirer’s default or any changing priority requiring school use of the premises.

6. The Administrative Process

Organisations seeking to hire the school premises (excluding sports centre facilities) should approach the Headteacher (or other designated member of staff e.g. business manager, site operations manager) who will identify their requirements and clarify the facilities available. An Initial Request Form (a copy of which is attached to this policy at Appendix 2a) should be completed at this stage. The Governing Body has the right to refuse an application, and interested parties should be advised that no letting should be regarded as “booked” until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed.

Once a letting has been approved by (or on behalf of) the Governing Body, a letter of confirmation will be sent to the hirer, setting out full details of the letting and enclosing a copy of the terms and conditions and the hire agreement see Appendix 2b). The letting should not take place until the signed agreement has been returned to the school. The person applying to hire the premises will be invoiced for the cost of the letting as appropriate in accordance with the Governing Body’s current scale of charges.
With regard to the Sports Centre facilities, Hirers may book facilities through the Sports Centre manager and staff by completing and signing a Sports Centre Booking Form, which includes conditions of hire.

The hirer should be a named individual and the agreement should be in their name, giving their permanent private address.

All lettings fees, which are received by the school, will be paid into the school’s independent bank account, in order to offset the costs of services, staffing etc (which are funded from the school’s delegated budget). Income and expenditure associated with lettings will be regularly monitored and reported to the Governing Body.

**Insurance**

Where appropriate hirers will need to demonstrate that they have adequate Public Liability insurance to cover all legal liabilities for accidents resulting in injuries to persons (including all participants in the activity for which the premises are being hired) and/or to compensate the school for any damage to property, including the hired premises, arising out of the letting. Details of the policy number, amount insured (minimum limit for this insurance cover is £2 million) and insurance company should be provided on the booking form.

**Health & Safety**

All hirers must comply with Health & Safety legislation and the School’s Health & Safety Policy. The hirer shall be responsible for ensuring the preservation of good order for the full duration of the letting and until the premises are vacated.

The Hirer shall be responsible for the prevention of overcrowding (such as would endanger public safety), and for keeping clear all gangways, passages and exits. The Hirer shall be responsible for providing adequate supervision to maintain order and good conduct, and – where applicable – the Hirer must adhere to the correct adult/child ratios at all times. The hirer shall be informed of the maximum number of attendees for each venue at the time of hire application.

In the event of an emergency, all occupants must leave the school by the nearest exit and assemble at the venue area as advised to them by the hirer (which should be the T Block yard next to the swimming pool unless notified differently by school staff). The hirer is responsible for familiarising themselves with emergency exits and must ensure that participants are aware of emergency evacuation procedures and assembly points. It is good practice to carry out emergency evacuation drills at suitable intervals. The hirer must, at all times whilst participants may be on site, have immediate access to participants’ emergency contact details, and have access at all times to a mobile phone.

**First Aid**

There is no legal requirement for the school to provide first aid facilities for the Hirer. It is the Hirer’s responsibility to make their own arrangements, which may include the provision of first aid training for supervising personnel, and the
provision of a first aid kit, particularly in the case of sports lettings. It is recommended that the hirer has access to a mobile phone at all times throughout the letting to cover any emergency event.

**Lettings Procedures/Guidelines**

The Lettings Procedures and Guidelines form part of the Terms & Conditions of Hire and must be adhered to by the hirer

**Policy Review**

The efficacy of this policy will be reviewed annually by the Governing Body.

*Originator: JES*
*Partner Governor: GS*
*Ratified by Finance, Building & Services sub-committee*
*Date of Review: January 2020*
*Next review: January 2021*
Appendix 1

**Lettings Procedures/Guidelines**
(which which form part of the Conditions of Hire)

A letting will only become a firm booking once we have received the completed application documents (including evidence of insurance and child protection policies, where appropriate) and the application form has been signed as approved by a member of Bingley Grammar School staff.

The person signing the lettings form will be considered the hirer and it will be deemed they agree to ensure compliance with the policy and procedures.

**Health & Safety:**
- The hirer must inform the school of any incidents, accidents or injuries which take place on the school premises as soon as possible, either in person, by phone or by e-mail
- Hirers must familiarise themselves with fire exits, location of fire extinguishers and fire alarms
- Hirers must speak to a member of staff on duty if they have any concerns relating to any aspect of health and safety

In the event of a fire:
- The hirer must sound the fire alarm and call the fire service (if school staff are not present)
- All users must evacuate the building via the nearest fire exit, muster at the designated point (T Block yard near swimming pool) and take a roll call to ensure all their party are accounted for
- Users must not re-enter the building until the ‘all clear’ has been given - the fire service will give this
- Fire appliances must not be removed or tampered with other than for fire fighting purposes
- Fire exits must not be blocked or locked, nor should furniture, equipment or other obstructions be placed in corridors or exit routes during the hiring

**Portable Electrical Equipment:**
- All portable electrical equipment must be safe, PAT compliant, be visually inspected before being used and should not be used if damaged or defective in any way
- Portable Appliance Testing Certificates, issued by a competent person, must be held for all items over 12 months old and should be produced on demand
- Flexible cables should be kept as short as possible and should only be used if fully unwound from reels or drums before use and care taken to ensure cables do not form a trip hazard
- Electrical appliances and cables are not to be used in wet conditions

**Bookings/Payment:**
- Bookings, once all relevant paperwork has been received, will be placed on the booking system. Payments may be requested in advance.
• VAT will be applied to charges where applicable. VAT exemption rules are detailed at the end of these Procedures/Guidelines.
• Cancellation of less than one week’s notice but more than 24 hours prior to commencement of the hire period will result in a cancellation charge of £10. Cancellation of less than 24 hours’ notice prior to the commencement of the hire period will result in a cancellation fee equivalent to the cost of one session booked. Please be aware that cancellations may invalidate your non requirement to pay VAT.
• Invoices will be sent to the named hirer on a monthly basis; cheques are to be made payable to Bingley Grammar School. Payment by BACS is also accepted.
• The school reserves the right to cancel or postpone use of premises at any time in the event of the hirer’s default or any exceptional changing priority requiring school use.

Safeguarding and Child Protection Policies:
• The named hirer must ensure the school’s Safeguarding and Child Protection Policy is adhered to (copies available on request or on the school website) and that any statutory requirements regarding child protection are implemented by the user group.
• The hirer must ensure that, where appropriate, there are the relevant number of supervising adults.
• All coaches/instructors working with young people and/or vulnerable adults must have a current appropriate enhanced DBS (Disclosure and Barring Service) check.

Use of facilities:
• Hirers must report to a member of school staff upon arrival, i.e. site staff /sports centre receptionist
• Hirers must ask their users to park in the designated areas only and use the designated entrances as requested. The school will not accept any responsibility in terms of damage, theft or loss of any car in the car park.
• The school accepts no responsibility for loss of any article or belongings of the organisation or its members at any time.
• The hirer must use only that part of the building hired and must observe any instructions given by the site staff /sports centre receptionist concerning the area available and use of that area
• The premises must not be used other than for the purpose approved, nor exceed the time or period authorised
• The hirer is not entitled to use or enter the premises at other than the agreed times, unless prior arrangements have been made with the school
• When hiring the field or outside areas the hirer should consider the need for changing facilities and toilets – access to the toilets in the sports centre will be provided for those users
• Hirers using the sports centre will have access to the changing facilities/toilets in the sports centre
• Should children be present, adults must directly supervise them at all times
• The hirer shall be responsible for ensuring that good order is kept on the premises immediately before, during and immediately after the agreed period of use
The school reserves the right to have a representative at any function, inspect the proceedings at any time or put a stop to any entertainment or meeting not properly conducted or liable to cause offence.

It is the responsibility of the hirer to provide first aid equipment and trained personnel.

Hirers must use footwear that will not damage or mark any of the floor surfaces or outside pitch, as appropriate, ensuring their users wear suitable footwear for the surface they are using.

Flavoured, fizzy and/or hot drinks and food must not be taken in to the sports hall or the outside MUGA at any time.

Hirers must ensure that they vacate the area booked (i.e. hall, court, pitch etc.) in time for the start of the next session.

Fire exits and all other doorways must be left clear at all times.

Furniture and Fittings shall not be removed or interfered with in any way. No fittings or decorating of any kind necessitating drilling, or the fixing of nails or screws into fixtures which are part of the school fabric, are permitted. In the event of any damage to premises or property arising from the letting, the hirer shall pay the cost of any reparation required. School equipment can only be used if requested on the booking form and approved by school staff.

No alcohol/intoxicants/drugs shall be brought onto or consumed on the premises. Any person thought to be under the influence of alcohol or drugs will be refused admittance.

The whole of the school premises is a non-smoking area, and smoking is not permitted within school buildings or on school grounds at any time.

The hirer shall not, during the occupancy of the premises, infringe any subsisting copyright or performing right, and shall indemnify the school against all sums of money which the school may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.

The Governing Body will hire and pay for a person to be responsible for the security of the premises before, during and after the hire, and for the cleaning of the premises after its use. This cost will be included in the charge for the letting. If no suitable person can be employed, then the letting will not be allowed or will be cancelled. Only named key holders may operate the security system. Keys must not be passed to any other person without direct permission of the Governing Body of the school.

The Governing Body reserves the right of access to the premises during any letting. The Headteacher (or delegated officer) or members of the Governing Body or appropriate Delegated Committee, may attend to monitor activities from time to time.

The hirer shall, at the end of the hire period, leave the accommodation in a tidy condition, all equipment being returned to the correct place of storage and any rubbish removed. If this condition is not adhered to, an additional charge may be made.

The Hirer shall ensure that the premises are vacated promptly at the end of the letting. The Hirer is responsible for supervising any children taking part in an activity until a responsible adult collects them.
Sub-letting:
- The hirer shall not sub-let the premises to another person.

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**Notes on VAT exemption rules:**

VAT will apply unless **all** the following conditions are met:

a) The booking must be by a school, club, association or an organisation representing affiliated clubs or constituent associations (such as a local league).

> A group of individuals e.g. 10 friends, who wish to block book a 5-a-side court must form themselves into a club to take advantage of the exemption. Standard rate VAT will be charged on bookings made by informal groups of persons or a commercial organization.

b) Block bookings must be for a minimum of 10 sessions, at least 24 hours apart, but no more than 14 days apart (although the duration of each session can be varied). There is no exemption for longer intervals than 14 days which arise through closure, e.g. for public holidays.

c) Each session must be in the same place and is for the same sport. For example, if the block booking is for badminton, it must be in the same sports hall, but can be on a different court.

d) The person to whom the facilities are let has exclusive use of them during the session.

> If, however, they hire a lane during a public session and have exclusive use, this supply is exempt.

e) The booking must be invoiced in advance.

> This does not mean the booking has to be paid for in advance (although this is preferable). Instalment payments are acceptable for clubs who find it difficult to pay for 10 sessions in one go. An instalment schedule is to be agreed in advance and attached to the invoice. If the schedule is not adhered to then the total value outstanding plus VAT becomes due.

f) The booking must be paid for whether it is used or not.

> Unforeseen non-availability, e.g. a power failure, which means the rules cannot be adhered to, does not break the exemption conditions. In the event of unforeseen non-availability, credits for unused bookings will be taken into account for the following booking period.

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**Single Lets**

Single lets of sports & physical recreation facilities, e.g. courts or swimming lanes for a continuous period of over 24 hours to the same person, are exempt from VAT, provided the person to whom they are let has exclusive use of them throughout the period.

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**Letting of Sports Facilities for non-sporting activities**

Letting out of sports facilities for non-sporting events is exempt from VAT, but other supplies of goods & services relating to the letting are standard rated. If a sports hall is let for a craft fair, the letting charge is exempt from VAT, however if tables are supplied for the event, this supply would be standard rated.

It is important that the separate elements of lettings are detailed out on the invoice to enable the correct amount of VAT to be charged.
## Appendix 2a

### Bingley Grammar School Letting – Initial Request Form

#### Applicant’s Details

<table>
<thead>
<tr>
<th>Applicant’s name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant’s address</td>
<td></td>
</tr>
<tr>
<td>Contact telephone number</td>
<td></td>
</tr>
<tr>
<td>Email address:</td>
<td></td>
</tr>
<tr>
<td>Organisation name</td>
<td></td>
</tr>
<tr>
<td>Organisation activity</td>
<td></td>
</tr>
</tbody>
</table>

#### Details of your public liability insurance (if applicable)

<table>
<thead>
<tr>
<th>Renewal date</th>
<th>Amount Insured</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insurance Company &amp; Policy no</td>
<td></td>
</tr>
</tbody>
</table>

#### Requirements

<table>
<thead>
<tr>
<th>Facility required</th>
<th>Date required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose/Activity and estimated numbers attending</td>
<td></td>
</tr>
<tr>
<td>Start time</td>
<td>Finish time</td>
</tr>
<tr>
<td>Time accessing the site</td>
<td>Time leaving site</td>
</tr>
<tr>
<td>Use of school equipment requested</td>
<td></td>
</tr>
<tr>
<td>Details of own equipment to be brought into school</td>
<td></td>
</tr>
</tbody>
</table>

I confirm that I am over 18 years of age and that the information provided on this form is correct.

| Signature of applicant |  |
| Date |  |
| School/ organisation |  |
## Appendix 2b

### Bingley Grammar School Letting – Hire Agreement

<table>
<thead>
<tr>
<th>Hirer’s name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Hirer’s address</td>
<td></td>
</tr>
<tr>
<td>Contact telephone number:</td>
<td></td>
</tr>
<tr>
<td>Organisation name</td>
<td></td>
</tr>
<tr>
<td>Details of any changes to the information on the Initial Request Form</td>
<td></td>
</tr>
<tr>
<td>Areas of the school to be used</td>
<td></td>
</tr>
<tr>
<td>Agreed date and period of hire</td>
<td></td>
</tr>
<tr>
<td>Fee (<em>specify per hour or per session</em>)</td>
<td></td>
</tr>
</tbody>
</table>

1. The Governing Body of Bingley Grammar School agree to hire the part of the premises referred to above to the Hirer on the date(s) and for the period(s) mentioned above, upon payment of the fee specified.

2. The Hirer accepts all the conditions of hire as set out in the attached Lettings Policy and Lettings Procedures/Guidelines, including requirements regarding First Aid cover and fire and emergency evacuation procedures.

Both parties confirm agreement to the above by signing below

| Signature of Hirer |  |
| Date |  |
| Organisation |  |
| Signature on behalf of Bingley Grammar School |  |
| Print Name and Job Title |  |
| Date |  |
## Appendix 3

### Booking Form for Bingley Grammar School Sports Facilities

<table>
<thead>
<tr>
<th>Name of Organisation:</th>
<th>Name of Hirer:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address of Hirer:</td>
<td>Tel No. (Day):</td>
</tr>
<tr>
<td></td>
<td>Tel No. (Evening):</td>
</tr>
<tr>
<td></td>
<td>Email Address:</td>
</tr>
<tr>
<td>Name and Address to which account should be sent if different from above:</td>
<td></td>
</tr>
<tr>
<td>Start Date of Hiring:</td>
<td>End Date of Hiring:</td>
</tr>
<tr>
<td>No of Sessions:</td>
<td>Facility:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time From</th>
<th>Time To</th>
<th>Day of the Week</th>
<th>Rates</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>£</td>
<td>p</td>
</tr>
</tbody>
</table>

**Office Use Only**

Exclusion dates for block bookings (e.g. half term holiday – please note VAT Exemption rules)

**Insurance**
Do you hold Public Liability cover?
- Yes…………..          No…………..

**Name of Insurance Company**

**Cover Amount:**

**Expiry Date:**

**DBS Check:** All coaches/instructors working with young people and/or vulnerable adults must have a current enhanced Disclosure & Barring Service check. Please attach copy (if relevant)

**VAT Exemption**
Are you claiming VAT exemption? (see below)
- Yes…………..          No…………..

I hereby make application for use of the facilities stated on behalf of the above organisation. I have read and understood the VAT Exemption Rules in the Conditions of Hire and, if claiming exemption, will provide evidence of meeting the conditions listed if required. I also acknowledge and accept the Bingley Grammar School’s Conditions of Hire for Sport Facilities.

Signed ……………………………………                Date ………………………………….

Print Name ……………………………….

**Booking Agreed by:**

**Signature:**

**Date:**
BINGLEY GRAMMAR SCHOOL SPORTS CENTRE (“the school”)

CONDITIONS OF HIRE

1. The booking contract is between the Hirer (as stated on the booking sheet) and Bingley Grammar School and any legal or financial issues from the booking will be taken up with the Hirer.

2. On confirmation of your booking, the Hirer will be sent an invoice giving details of costs plus VAT if applicable and at the prevailing rate.

3. Payment is to be made in advance on receipt of invoice unless an instalment schedule has been agreed.

4. The use of the facility is at the hirer’s risk and the hirer shall indemnify the School against all liability incurred towards any third party or parties arising out of, or incidental to, the hire of facilities or equipment and due to the negligence or default of the hirer or persons or parties under his control.

5. The Hirer shall take good care of all the School’s premises and equipment and shall pay the cost of any loss from or the repair of any damage to the premises, equipment or fittings of the school caused by negligence or misuse by the Hirer or anyone using the premises by arrangement with the Hirer.

6. The Hirer shall use the facilities only for the purposes indicated on the booking form.

7. The Hirer shall comply with all the relevant Rules and Regulations of the school, and in particular the fire precautions and Health and Safety requirements, and all other terms included in the school Lettings Policy & Procedures/Guidelines (a copy of which is available in the Sports Centre Office).

8. The Hirer accepts that they must provide their own First Aid cover, as detailed in the Lettings Policy & Procedures.

9. Cancellation less than one week but more than 24 hours prior to the commencement of the hire period will result in a cancellation charge of £10.

10. Cancellation less than 24 hours prior to the commencement of the hire period will result in a cancellation fee equivalent to the cost of one session booked.

11. Session time includes set up and clearance time.

12. It is agreed that the facilities will be made available to the Hirer in their present condition and “as seen” and no representation or warranty is made or given by the school relating to the standard or condition of the facilities.

13. The Hirer will indemnify the school against all claims, damages, liabilities and losses, and any costs associated therewith, resulting from any claim by any third party resulting from any loss or injury arising from the use of the premises and the facilities or the presence of the third party on the school’s site where such loss or injury results from the misuse or negligence by the Hirer.

14. VAT EXEMPTION RULES:

   VAT will apply unless all the following conditions are met:

   a) The booking must be by a school, club, association or an organisation representing affiliated clubs or constituent associations (such as a local league).

      A group of individuals e.g. 10 friends, who wish to block book a 5-a-side court must form themselves into a club to take advantage of the exemption. Standard rate VAT will be charged on bookings made by informal groups of persons or a commercial organization.

   b) Block bookings must be for a minimum of 10 sessions, at least 24 hours apart, but no more than 14 days apart (although the duration of each session can be varied). There is no exemption for longer intervals than 14 days which arise through closure, e.g. for public holidays.

   c) Each session must be in the same place and is for the same sport.

      For example, if the block booking is for badminton, it must be in the same sports hall, but can be on a different court.

   d) The person to whom the facilities are let has exclusive use of them during the session.

      If, however, they hire a lane during a public session and have exclusive use, this supply is exempt.

   e) The booking must be invoiced in advance.

      This does not mean the booking has to be paid for in advance (although this is preferable).

      Instalment payments are acceptable for clubs who find it difficult to pay for 10 sessions in one go. An instalment schedule is to be agreed in advance and attached to the invoice. If the schedule is not adhered to then the total value outstanding plus VAT becomes due.

   f) The booking must be paid for whether it is used or not.

      Unforeseen non-availability, e.g. a power failure, which means the rules cannot be adhered to, does not break the exemption conditions. In the event of unforeseen non-availability, credits for unused bookings will be taken into account for the following booking period.

SINGLE LETS

Single lets of sports & physical recreation facilities, e.g. courts or swimming lanes for a continuous period of over 24 hours to the same person, are exempt from VAT, provided the person to whom they are let has exclusive use of them throughout the period.

LETTING OF SPORTS FACILITIES FOR NON-SPORTING ACTIVITIES

Letting out of sports facilities for non-sporting events is exempt from VAT, but other supplies of goods & services relating to the letting are standard rated.

If a sports hall is let for a craft fair, the letting charge is exempt from VAT, however if tables are supplied for the event, this supply would be standard rated.

It is important that the separate elements of lettings are detailed out on the invoice to enable the correct amount of VAT to be charged.
# Appendix 4

## Bingley Grammar School Lettings Charges – September 2017

<table>
<thead>
<tr>
<th>Facility</th>
<th>Cost  £/Hour (net)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Hall (N6)</td>
<td>£38 - 45</td>
</tr>
<tr>
<td>Large Sports Hall</td>
<td>£38</td>
</tr>
<tr>
<td>Small Gym</td>
<td>£12 - 15</td>
</tr>
<tr>
<td>Muga</td>
<td>£20</td>
</tr>
<tr>
<td>Fitness Suite</td>
<td>£30 - 50</td>
</tr>
<tr>
<td>Dance Studio (part of Fitness Suite)</td>
<td>£15</td>
</tr>
<tr>
<td>Badminton (per court)</td>
<td>£10</td>
</tr>
<tr>
<td>Table Tennis (per table)</td>
<td>£6</td>
</tr>
<tr>
<td>Swimming Pool</td>
<td>£28</td>
</tr>
<tr>
<td>Swimming Pool: High Usage Concession</td>
<td>£23</td>
</tr>
<tr>
<td>Classroom</td>
<td>£15 - 20</td>
</tr>
</tbody>
</table>

**Hire and Sale of Equipment (the charges below all include VAT)**

- Indoor Football Hire: £1.20
- Indoor Football Sale: £13.00
- Racquet Hire: £1.00
- Shuttlecock Sale: £1.00
- Table Tennis Bat Hire: £0.50
- Table Tennis Ball Sale: £0.50