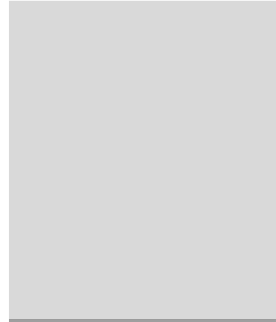




# William Brookes School



LETTINGS INFORMATION

# LETTING CHARGES

General:	Price
Weekend/Holiday opening up charge, regardless of number of rooms used. (shared proportionally if there is more than one letting.)	£12.00
Locking up fee, Mon - Thurs if after 22.30	£17.50
Locking up fee, Fri - Sun if after 21.00	£20.00
Locking up fee, if after midnight	£22.00

The Edge Arts Centre:	Price (ph)
Studio 1: Performance Hall, per hour, no Ventilation	£20.00
Studio 1: Performance Hall, per hour, with Ventilation	£30.00
Lecture Theatre per hour, no Ventilation	£12.00
Lecture Theatre, per hour, with Ventilation	£15.50
Studio 2: Dance OR Studio 3: Drama, per hour, no Ventilation	£12.00
Studio 2: Dance OR Studio 3: Drama, per hour, with Ventilation	£15.00
Studio 2 & 3, per hour, no Ventilation	£20.00
Studio 2 & 3, per hour, with Ventilation	£25.00
Technical Support (lighting and/or sound) per hour Set up the system and continue to supervise or run it.	£12.50
Tables/Chairs (per 8/25)	£8.00
Café/Bar Opening & Staffing	£10.00

School Facilities:	Price (ph)
Restaurant 1850, per hour, no Ventilation	£14.00
Restaurant 1850, per hour, with Ventilation	£21.00
Meeting Room 1 (12 seats), per hour	£10.00
Seminar Room 1 (20 seats), per hour	£12.00
Interview Room (2-4 seats), per hour	£6.00

Per classroom (30 seats), per hour, no layout change	£10.00
Per classroom (30 seats), per hour, with layout change	£15.00
Per classroom (60 seats), per hour, no layout change	£15.00
Per classroom (60 seats), per hour, with layout change	£25.00
Specialist craft room, no Ventilation, per hour session	£12.00
Specialist craft room, with Ventilation, per hour session	£15.00

Computer room, no Aircon, per hour session	£20.00
Computer room, with Aircon, per hour session	£25.00

Music Room	£20.00
Practice Room	£10.00
Recording Studio (Compulsory Technician Requirement)	£15.00



# Catering Academy in Partnership with William Brookes School

Welcome to our comprehensive range of products and buffets for you to choose from.

Once you have made your choice, please book through the Catering Development Manager ensuring you include your full budget code. Please provide 48 hours' notice in order for us to ensure we can meet your specific requirements, although we will always try to accommodate any late bookings.

Please note, if you have a special function which you would like a bespoke buffet for, please contact us, Catering Development Manager; 01952 728906 [catering@williambrookes.com](mailto:catering@williambrookes.com)

Additional charges for labour will be made out of school and term time. Further information can be obtained by contacting them directly.



HOSPITALITY BROCHURE

Correct at time of print. However, subject to change.

1. All lettings include access to and use of toilets.
2. The maximum number of persons to be admitted to the Studio 1: Performance Hall, using the tiered seating is 240.
3. The maximum number of persons to be admitted to The Lecture Theatre is 90.
4. The maximum numbers of persons to be admitted to the Dance/Drama Studios is 100.
5. Rooms must be vacated by 22.15 (Mon – Thurs) & 20.45 (Fri) to allow for normal locking up procedures. Later and weekend bookings will incur an extra charge.
6. Chairs on floor: an additional charge will be made for moving tables and chairs in the Studios.
7. Stage Blocks: an additional charge will be made for setting up the blocks as stage or flexible seating in Performance Hall or Dance/Drama Studio.
8. Where there is heavy use of electrical equipment, eg cookers, kiln, spotlights, etc, special rates will be negotiated on an individual basis.
9. **NB: Lighting, recording & specialist equipment may not be used or adjusted by Lessees themselves.** Lighting can be discussed and positioned in advance of your event. Any other equipment can only be operated by our own technical staff.
10. All outside electrical equipment must be fully tested and hold a current certificate.
11. A member of staff will be present throughout the period of hire, responsible for unlocking and locking and security of the premises. The cost of this will be reflected in the hire charge.
12. Lessees shall be held responsible for making good any damage done to school premises, furniture, equipment or material.
13. Stewards must be identified too the Campus Management Team, to help make them familiar with fire drills and exits.
14. Lessees shall be responsible for meeting requirements of the Licensing Authorities, for entertainment, cinema and selling alcohol. The person in charge, not being a person under 21 years of age, should be present on the premises at all times and not be engaged in any duties which would or might prevent him/her from exercising general supervision.
15. Lessees shall be responsible for meeting requirements of Shropshire Council's Entertainments Licence, i.e. permitted hours for public music and dancing: Friday 11.00 to 01.00 Saturday; or until midnight on Monday to Thursday and Saturday. The full conditions of the Shropshire Council Entertainments Licence are available upon request.
16. One of the conditions of the lettings policy is that the hirer must have **Public Liability insurance** with cover of at least £2 million. Some hirers will not have the benefit of insurance cover but rather than the school lose the income, the Schools insurers are able to offer a Third Party Hirer's Liability.

Please note that mobile phone reception inside our school is practically non-existent. Options can be discussed with our Campus Team member who will be present during your event.

ADDITIONAL INFORMATION

**William Brookes School  
Farley Road  
Much Wenlock  
Shropshire  
TF13 6NB**

**Tel: 01952 728900**

**Fax: 01952 728918**

**admin@williambrookes.com**