



MANOR DRIVE SECONDARY ACADEMY

Lettings Charges 2025/2026



Invoices for regular lettings will be drawn up on a half term basis at the start of each half term. Payment will be required within 30 days of the invoice date.

Single session bookings - A 10% non-refundable deposit (minimum £10) will be required for one-off hire, to be paid on signature of the Schedule by the Hirer. Remaining monies outstanding to be invoiced immediately after the event. All single session lettings are subject to VAT, where applicable.

A penalty of £20.00 (plus additional time rate, rounded up to nearest 15 minutes) is applied for bookings that run beyond their pre-arranged finish time.

| VENUE | COST PER HOUR FROM SEPTEMBER 2025 | FACILITIES INCLUDE |
|----------------------------------|-----------------------------------|---------------------------------------------------------------------|
| Typical Classroom | £19.00 | Car Parking Toilets |
| Drama Studio (90m ²) | £28.00 | Car Parking Changing Rooms/Showers Toilets Sound/Lighting |
| Main Hall (213m ²) | £68.00 | Car Parking Toilets Extra Seating Sound/Lighting Tables |

*£25.00 minimum hire charge applies per booking for these facilities

Indoor

Indoor Sports Facilities

Regular lettings - Invoices will be drawn up at the start of each block booking period (more than 10 sessions) and payment will be required within 30 days of the invoice date. *see VAT implications below. Any bookings outside this criteria will be subject to VAT.

Single session bookings - A 10% non-refundable deposit (minimum £10) will be required for one-off hire, to be paid on signature of the Schedule by the Hirer. Remaining monies outstanding to be invoiced immediately after the event. All single session lettings are subject to VAT.

| VENUE | COST PER HOUR FROM SEPTEMBER 2025 | FACILITIES INCLUDE |
|-----------------------------------------------|-----------------------------------|---------------------------------------------------------------|
| Sports Hall (594 m ²) | £42.00 | Car Parking Changing Rooms/Showers Toilets Equipment |
| Activity & Dance Studio (120 m ²) | £33.00 | Car Parking Changing Rooms/Showers Toilets |

VAT Implications for all Sports Facilities

Under H M Revenue and Customs guidance, VAT will be charged on all sports lettings.

However if a series of sessions is booked, and meets all of the criteria below, the charge will be exempt from VAT:

- Let to a school, club, or association
- The series consists of 10 or more sessions
- Sessions are one day apart but not more than 14 days
- The series is invoiced in full on the booking of the series of sessions, refunds will be given in event of the unforeseen non-availability of the facility.

Outdoor Sports Facilities



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| | | |
|---------------|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Netball Court | £20.00 per court per hour | <ul style="list-style-type: none">• Car Parking• Changing Rooms / Showers• Toilets• Equipment |
| Tennis Court | £20.00 per court per hour | |

Football - all charges will be per hour for all use of facilities for training, with set fees being levied for each fixture, which will vary according to the pitch being used, ie a higher fee for the large, adult sized pitch, as opposed to the smaller pitches, used by youth teams.

All-Weather Pitch – see separate sheet

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Outdoor Sports Facilities

| VENUE | COST FROM SEPTEMBER 2025 | | FACILITIES INCLUDE |
|-------------------------|----------------------------|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| | Football Training per hour | Per football fixture | |
| Field – Junior Pitch | £18.70 | £37.40 | <ul style="list-style-type: none"> • Car Parking • Changing Rooms / Showers • Toilets • Equipment |
| Field – 9V9 pitch | £18.70 | £37.40 | |
| Field – Adult Full Size | £26.95 | £51.70 | |

All weather pitch

The all-weather pitch at the Academy is available for hire during the times of 5pm to 8.30 pm on weekdays (6 pm Fridays).

Prices for Hire

| | Cost per hour from September 2025 | A discount will be applied to day bookings of 6 or more hours |
|-------------------|-----------------------------------|---------------------------------------------------------------|
| Full Pitch | £53.50 | £51.00 |
| Half Pitch | £35.00 | £33.00 |

Pitches are available to book in 30 minute slots, ie 7.00 pm to 7.30 pm; 7.30 pm to 8.00 pm etc.

| FACILITIES INCLUDE |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Flood Lighting • Car Parking • Changing Rooms / Showers • Toilets • Equipment |

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Conditions for Hire

The all-weather pitch is predominantly for the use of Hockey.

Users must wear clean, suitable footwear designed for this surface.

Regular spot checks will be made on the footwear of users. If rules regarding footwear are infringed there will be a £50 penalty applied to the letting agreement.

In the event of a half pitch being booked and then subsequently a full pitch is used, the price of the full pitch will be charged retrospectively and a £50 penalty applied to the letting agreement.

The hirer signing the lettings agreement is deemed responsible for ensuring that all conditions are correctly applied and that there are no infringements of use.



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Flood Lighting

The all-weather pitch is floodlit on a timer. The timer will turn the lights off 10 minutes after the end of the session. One light will remain on for a further 10 minutes to allow the site to be vacated and secured.

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Enquiries regarding hire of this facility in the first instance should be made to the Lettings Administrator office@manordrivesecondary.org.uk