



**THE URSULINE ACADEMY ILFORD**  
**FACILITIES HIRE CHARGES**  
**February 2017**

Room Hire	Main Hall*		Dining Hall, Fitness Studio*		Classroom**	Kitchen***	
	Charity	Standard	Charity	Standard	All	All	
Up to 1 hour	£80	£90	£70	£75	£25 per hour <i>**minimum hire charge for classrooms only is £100 unless hired in conjunction with other facilities</i>	£25 per hour <i>***Kitchen can only be hired in conjunction with the Dining Room</i>	
2 hours	£160	£180	£140	£150			
Every additional hour	£70	£80	£60	£65			
<i>*Please note that minimum hire charges apply</i>							
<b>Discounts available for regular/block bookings</b>							

<b>Equipment Hire Charges</b>	
Round table	£10 each
Rectangular table	£8 each
Table Cloth	£10 each
Folding Chair	50p each
Chair Covers	£1.50 each
Portable Stage	£50
Back Drop Curtain	£20
PA System	£25
Projector	£25
Stage Lighting	£20

<b>Other Hire Charges</b>	
Photocopying	10p per copy
Playground Parking	10% of overall booking fee
Storage	Price dependant on requirements