

Facilities Hire Rates

Macmillan Academy has a range of state of the art sports, conference, digital technology and performance spaces for hire.

Please find below a copy of our current rate card -

Facility	8-12 hours	4-8 hours	Up to 4 hours	Per hour
Theatre and Main Auditorium performance/full production	£1200	£800	£400	£N/A

Both of our fully functional performance/presentation halls include state of the art digital technology, including sound, light and vision. The above cost includes all equipment hire **(Note: Technical staff charged at an additional cost.)**

Conference Theatre	£700	£500	£300	£N/A
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Flexible conference space for up to 225 delegates including the use of projection and public address system. **(Note: Technical staff charged at an additional cost.)**

Studio	£800	£600	£300	£100
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Our fully digital studio uses state of the art technology allowing for HD recording, green screen technology and three camera live mixing. All content can be recorded as live, archived or streamed to the web **(Note: Technical staff charged at an additional cost.)**

Large meeting space with ICT and Printing Media/Library Spaces	£550	£400	£250	£N/A
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We have a number of large open plan meeting spaces, which also include a range of ICT facilities. In brief each room has a minimum of fifteen computers and centralised printing. In addition to the above you will also have access to whiteboard projection and seating for up to 50 delegates in an air-conditioned space.

Standard meeting room	£350	£250	£150	£75
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Our boardroom style meeting rooms cater for up to 25 delegates and benefit from presentation facilities and air-conditioning.

Large meeting room	£450	£350	£250	£100
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Our large multi-function meeting rooms cater for up to 50 delegates and benefit from a range of presentation facilities and air-conditioning.

Standard Classroom	£200	£150	£100	£50
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A standard classroom layout for up to 25 delegates including projection facilities.

Technical/support staff can be provided and are charged at £25 per hour.

We look forward to discussing your plans and assisting in delivering your requirements.



Terms and Conditions

**Terms and conditions of hire
between
Macmillan Academy and the client
1st January 2015 – 1st January 2016**

1. Macmillan Academy will provide one security person/reception member of staff, who will be on duty inside and outside of the building and car park whilst the building is in use. The academy provides a secure site at all times.
2. Clients are required to sign in upon arrival at reception. Delegates should be registered by the client and a register given to reception.
3. Upon arrival a health and safety briefing will be conducted by a Macmillan Academy member of staff.
4. The client will not have access to the centre before 8am, unless by prior arrangement. The centre should be fully vacated by 10pm.
5. The rooms available for use in the centre are subject to booking. Other rooms may be available on request.
6. Macmillan Academy will not allow refreshments in the Library or Post 16 Information Centre.
7. The academy kitchens are completely out of bounds, due to our strict health and hygiene regulations.
8. Bookings may require a member of the Macmillan Academy technical team to facilitate safe use of equipment and facilities if specified in the booking agreement.
9. Any electrical equipment brought in by the client must have a current PAT test certificate. Equipment can be hired at request and will be charged for accordingly.
10. Macmillan Academy and the client will agree to have regular reviews where any problems can be discussed and resolved.
11. A chargeable amount will be agreed by Macmillan Academy and the client as and when facilities are hired.
12. All Macmillan Academy health and safety regulations should be adhered to at all times. The health and safety policy is available to view prior to hire.
13. The client will reimburse Macmillan Academy for any damage caused by the client or delegates whilst in the boundaries of the academy campus.
14. The client will be covered by the Macmillan Academy/MA Enterprises public liability insurance.
15. Macmillan Academy will not pay for any further equipment or expenditure, all further expenses regarding this will be paid for solely by client.
16. First aid kits are available in various locations around the site (locations will be identified in the health and safety briefing) however Macmillan Academy will not provide any first aid assistance.
17. In case of a fire please vacate the building via the nearest fire exit. A safety briefing will be conducted by the Macmillan member of staff or security at the beginning of each hire period.

Signature
S King / A Jackson
Macmillan Academy

Signature
Client

