



Education - Business - Recreation

The Canterbury Academy

www.canterburyacademy.co.uk

ADDITIONAL REQUIREMENTS

Additional Requirements/Charges	Rate		Please Tick
Use of sound & lighting equipment This must be supervised by a trained member of staff	£30.00 weekdays 8.00 - 21.00hrs	Per hour	
Use of sound & lighting equipment This must be supervised by a trained member of staff	£36.00 Saturdays 8.00 - 21.00hrs	Per hour	
Use of sound & lighting equipment This must be supervised by a trained member of staff	£42.00 Sundays 8.00 - 21.00hrs	Per hour	
Data projector and large screen	£24.00	Per session	
Microphone (handheld)	£6.00	Per session	
Microphones (wireless)	£9.00	Per session	
Lapel microphones can be externally hired	P.O.A.		
Piano (other instruments available - P.O.A)	£30.00	Per session	
TV / DVD / Video	£6.00	Per item per session	
Computer and/or laptop (Please refer to Section 5 - Computer Use Policy)	£6.00		

One flip chart	£6.00	Per chart	
Hire of temporary stage (including set up) – minimum 1 weeks' notice required	£60.00	Per event	
Events with over 200 people attending, additional parking and assistance is compulsory and a charge will be levied - minimum 2 weeks' notice required	£60.00	Minimum charge per hour	
Large events that require additional set up will incur an additional charge	Room hire rate	additional hours (to be agreed)	
Other (please state)			
Use of own equipment – please refer to Section 4 point 15 (PAT requirements)			

All prices quoted include VAT @ 20% (subject to change)