

QUEEN ELIZABETH HIGH SCHOOL CHARTER RESTAURANT AND CONFERENCE CENTRE BOOKINGS AND CHARGING POLICY

Principles

We are committed to providing training facility for all students on roll and a conference centre and restaurant facility for the public at no cost to the school budget.

We Aim To:

- Ensure that conference centre and restaurant facility for the public use recovers the full cost of the additional costs incurred in making these facilities available to the public.
- Ensure that facilities charges are affordable and meet all costs incurred.

PRACTICES

With the aforementioned aims in mind, it is the Policy of this school:

For the Conference Centre

- A scale of charges ensures the additional costs incurred by the school are covered and invoices will be raised following the school's Lettings Policy (Financial Procedures Manual Reference)
- The scale of charges will be reviewed in the summer term and the revised charges will be effective from September each year. The Finance and Premises Committee will agree any revision of charges when considering the school budget.
- All bookings must be recorded on the Charter Calendar booking system with the name and address of the person requiring the facility.
- Bookings which include food must be made at least 7 days before the meeting date.
- Bookings for a room and 'to be confirmed' must be made at least 2 days before the meeting date.
- External bookings take priority over internal bookings
- After school internal bookings should not be taken if there is a later after school external booking and separate rooms can not be organised.
- Bookings should only include a maximum of two room changes per day.
- If a booking is confirmed then the named person or organisation is charged for the number delegates unless more delegates arrive. In this instance the named person or organisation named on the booking form will be charged extra fees.

- The named person on the booking form must notify any changes to the original booking at least 7 days prior to the date of the function.

For the Charter Restaurant

- All menus offered will recover the cost of food offered.
- The maximum day time restaurant covers is 35. This number could be made up of all bookings requiring the restaurant lunch menu and/or conference centre delegates who may require a two course buffet menu.
- Sharing of restaurant facilities - when bookings are made, if necessary, customers will be informed of sharing the restaurant facilities.
- If a hot two course buffet is requested as part of a conference centre booking and soup is served it will also be offered to customers who have booked the lunch menu in restaurant.
- Pre-ordered day time Christmas menu meals – the maximum covers is 45.
- The maximum evening restaurant covers is 45.
- Larger private bookings can be taken up to maximum of 75 where meals are pre ordered and only for special occasions e.g. charity dinners, Christmas party.

This policy was agreed by the Finance & Premises Committee at their meeting on Wednesday 16 June 2010.

Signed		Chair of Governors	Date	
Signed		Headteacher	Date	
Review Date:	June 2012			