BENTWORTH JUBILEE HALL HIRE CHARGES

(from 1st April 2023)

MAIN HALL (INCLUDING USE OF COMMITTEE ROOM, SERVING HATCH AND WASHING UP FACILITIES IN MAIN KITCHEN)	
STANDARD RATE: ALL OTHER INDIVIDUALS AND ORGANISATIONS*	£20.00 P/HR
CONCESSIONS: RESIDENTS OF THE PARISH, VILLAGE ORGANISATIONS (INC. LASHAM & SHALDEN), PARENTS OF CHILDREN AT THE SCHOOL AND ALL REGISTERED CHARITIES**	£15.00 P/HR
REGULAR BOOKING: 4 OR MORE PER CALENDAR MONTH	£15.00 P/HR
DAY RATE: *STANDARD RATE** 8 AM-12 AM	£200.00
DAY RATE: CONCESSIONS** 8AM-12 AM	£150.00

COMMITTEE/COMMUNITY ROOM AND STAGE (WITH FACILITIES FOR MAKING TEA AND COFFEE)	CONCESSIONS**	STANDARD RATE*
HOURLY RATE	£5	£7

PLAYING FIELD	CONCESSIONS**	STANDARD RATE*
INCLUDES ACCESS TO TOILETS	£10.00 P/HR	£12.00 P/HR
IN ADDITION TO HALL/COMMITTEE ROOM HIRE	£20.00 P/BOOKING	£25.00 P/BOOKING

CROCKERY & CUTLERY HIRE (SERVES 50)	
IN ADDITION TO HALL/MARQUEE BOOKING	£10

All TO BE RETURNED CLEAN & DRY IN COMMUNITY CUPBOARD OTHERWISE CHARGES WILL APPLY AT HALL MANAGEMENT DISCRETION

TABLE HIRE (EACH)	£10
CHAIR HIRE (EACH)	£1
SCHOOL KITCHEN GAS HOB AND GAS OVEN (**NOT CONVECTION OVEN**)	£30

The Hall Hire Management Team are happy to discuss bespoke Hall Hire arrangements not covered in the table above and to agree the fee to be charged.

All bookings must specify time period required in one hour (or multiples of one hour/sixty minutes) periods.

PLEASE ENSURE YOU HAVE REQUESTED EVERYTHING THAT YOU REQUIRE FOR YOUR EVENT AND HAVE READ THE HALL HIRE POLICY. SHOULD YOU NEED TO ACCESS ANYTHING NOT PRE-BOOKED OR SHOULD YOU BE AT FAULT WITH SETTING OFF THE ALARM OR HALL HIRE TEAM IS CALLED TO YOUR EVENT A CHARGE MAY BE INCURRED.

VAT

The school is required by law to apply value added tax to all transactions where this is appropriate. The letting of rooms for non-sporting activities is exempt of VAT, sports lettings are subject to VAT.

Thank you for choosing to hire Bentworth Jubilee Hall, please find the payment options below and cancellation information.

Booking Confirmation Securing your Reservation
To secure a reservation the Hall Hire application form and deposit must be received within 2 weeks of the Hall Hire Management Team responding to an initial enquiry.

To confirm your booking please return your completed 'Hall Hire Application Form' and a security deposit cheque of £100 to the Hall Hire Management Team, c/o St Mary's Bentworth Primary School, Church Street, Bentworth, GU34 5RE for collection.

The deposit cheque should be made payable to *'St Mary's Bentworth Primary School'*. It will be held and returned to the hirer upon satisfactory inspection of the Hall after their event. Any loss or damage of property or cleaning charges will result in the hirer losing their security deposit.

Payment
Once you have received your booking confirmation from the Hall Hire Management Team payment can be made as follows:
Cheque to: St Mary's Bentworth Primary School
Cash: by appointment in person to Hall Hire Management Team

Individual Bookings: The total balance for your event will be due in accordance with the invoice payment terms. An invoice will be issued on behalf of the Hall Hire Management Team by St Mary's Bentworth Primary School.

Regular Bookings: If you are making a regular booking the Hall Hire Management Team will contact you to confirm your payment options. Invoices for hire related fees and charges will be issued by St Mary's Bentworth Primary School.

Cancellation
In the event of a cancellation less than 30 days before the commencement of the period of hire: the event can be rebooked for an another suitable date within 30 days of the original booking (dependent upon Hall availability) or alternatively the booking will be cancelled and no refunds will be issued.

PLEASE NOTE
*All hires are managed by a small **volunteer** team (Team). The school office will pass on enquiries (school term time only) but does not deal directly with hall hire and is unable to respond to queries.*

*Initial enquiries about hiring the Jubilee Hall will be answered by the Team within **7 days**. Once a hire is confirmed you will receive contact details for your hire arrangements.*