

ST MARY'S BENTWORTH CE PRIMARY SCHOOL HALL HIRE POLICY

Date of implementation: July 2025

Date of Review: **July 2028**



| | |
|---|--|
| Ownership: Resources Committee & FGB | Linked to: Child Protection and Safeguarding Policies, Health & Safety, Smoking Prohibited Policy, Vehicle and Pedestrian Policy; Hall Hirer's Pack; Site Risk Assessments |
| Review Committee: Resources Committee | |
| Communicated to: Community, Hall Hirers and Parents | |
| Evaluation: (inc links to evidence) Reviewed following HCC information about introduction of July 2025 Guidance on Waste Management requirements July 2025 Revised wording under Gambling section January 2026 St Mary's Primary School IN SCHOOL HOURS operates a NO NUTS including extended-school day hours 7.00 am – 6.00 pm (eg Breakfast Club, After School Club, external providers' clubs) | |

The hall hire is managed by a volunteer Hall Hire Management Team; in this policy the Team will be referred to as the 'Management'.

The policy is that the hall should be made available for hire when not required by the school provided there is Management cover for the period of hire.

The hiring of the hall is permitted only on the conditions below. Acceptance of the hire agreement is deemed to be acceptance of these conditions. The hirer (the person or body to whom hire is granted) shall be responsible for compliance with these conditions.

Conditions:

Applications and Booking Procedure

Applications should be made by applying to the Management using a Hall Hire booking form available online or paper copy by arrangement with the Management that has been properly completed by the hirer. An information pack will be sent to the hirer upon acceptance of each application. The purpose of the booking given in the application form may not be changed without consent.

Refusal of Hire

The governors may refuse an application to hire the premises

- If the premises are required by the school.



- If there has been any damage to the property, or breach of these conditions during previous use of the premises by the hirer.
 - For any other reason which they deem necessary or expedient.
- No compensation shall be payable by the governors by reason of such a decision.

Cancellation

- by the governors

Other than in exceptional circumstances, the governors will give at least four weeks notice to the hirer.

- by the hirer

The hirer must give notice to the hire Management who reserve the right to pass on to the hirer any costs or loss of earnings arising from the cancellation.

Hours of Hire

The hall may not be occupied by the hirer at any time other than that for which application has been made. The finish time for any function must be not later than midnight with an extra half hour clear-up time if necessary.

Payment of Charges

All hire charges must be paid in full when booking the hall. The Management reserve the right to charge the hirer for any extra time the hall is occupied.

Statutory Requirements

All statutory requirements, including those relating to health, safety, waste disposal and public entertainment, must be strictly fulfilled by the hirer. Film, musical, dancing (including disco) and stage events must be considered to be public entertainment unless entrance is restricted to those who are bona fide members of the organisation hiring the accommodation. For all public entertainment it is the responsibility of the hirer to check that the licence held by the Management covers the event; if not the hirer should obtain the appropriate licence. This applies if the tickets are offered to friends and neighbours or even if admission is free and open to all.

No musical works in the repertoire of the Performing Rights Society may be performed in public on the premises unless the hirer has obtained the permission of the Society. No copyright material may be delivered or performed unless the consent of the owners of the copyright has been obtained by the hirer.

Keys to Hall

These can be collected from the Management. **Keys will be signed out by the hirer and signed in on return to the Management or their appointed agent. It is the responsibility of the hirer to return keys on completion of the hire event.**

It will be deemed an offence if the keys are duplicated, and action will be taken by the governors if this is found to be the case.

Attendance and Behaviour

The hirer shall ensure that the number of persons using the premises does not exceed that for which the application was made and approved.



The hirer shall be responsible for ensuring the preservation of good order for the full duration of the letting and until the premises are vacated. The hirer shall be liable for damage caused by unruly or inappropriate behaviour.

It is the responsibility of the hirer to ensure that all those attending are made aware of their responsibilities, and also the insurance arrangements.

Child Protection

Those hiring the hall during school hours must comply with the school's safeguarding procedures as set out in the Safeguarding Policy; an outline is included in the hire pack and a full version is available from the school office.

The Governing Body of St Mary's must ensure that appropriate arrangements are in place to keep children safe when the school facilities or premises are hired out to organisations or individuals, for example community groups, sports associations and service providers running community or extra-curricular activities. When services or activities are provided by the Governing Body under the direct supervision or management of their school staff, the school's arrangements for child protection will apply. However, where services or activities are provided separately by another body this is not necessarily the case.

The Governing Body must seek assurance that the provider concerned has appropriate safeguarding and child protection policies and procedures in place (including inspecting these as needed) and ensure that there are arrangements in place for the provider to liaise with the school on these matters where appropriate. This applies regardless of whether or not the children who attend any of these services or activities are children on the school roll. The Governing Body must also ensure safeguarding requirements are included in any transfer of control agreement (ie lease or hire agreement), as a condition of use and occupation of the premises and that failure to comply with this would lead to termination of the agreement.

In the event that the school receives an allegation relating to an incident that happened when an individual or organisation was using the school premises for the purpose of running activities for children, as with any safeguarding allegation, the school will follow their safeguarding policies and procedures, including informing the LADO (Local Authority Designated Officer).

(ref: DfE Keeping Children Safety in Education 2023, and After-school clubs, community activities, and tuition Safeguarding guidance for providers).

Hirers of the school hall running activities involving children and young people must read and accept the safeguarding information contained in the Hall Hire Pack or present their own safeguarding policies to the school with their application to hire.

Alcohol

In no circumstances shall alcoholic drinks be available (either served or for sale by the hirer) at any function without prior consent of the governors. Applications must be made in writing at the time the hirer applies for the use of the premises. If permission is granted for alcoholic drinks to be sold it will be the responsibility of the hirer to ensure that an appropriate licence is obtained from East Hants District Council.

Hall capacity

The capacity for the main hall space is calculated using occupancy capacity advice from the Fire Service and is as follows:

Main Hall only: 100 people seated in rows, 88 seated at tables, or if no seating then 200 people standing;



Main Hall and stage area in use for table seating: 100 people seated in rows, or 100 people seated at tables, or if no seating then 200 people standing.

The hirer must not exceed these figures.

Smoking

The school is a non-smoking site. Please do not smoke anywhere on the school site. Whilst e-cigarettes fall outside of the scope of smoke-free legislation, we are following the BMA's Guidance and extending the existing smoke-free policy legislation to them. Full details in St Mary's Smoking Prohibited On-site Policy.

Gambling

The Hall hirer will obtain any relevant licences for gambling activities taking place during the hire, including, but not limited to, lotteries, tombolas, raffles (on the day), raffles (tickets sold in advance), bingo, race nights.

Inflatable Structures, Bouncy Castles and similar structures

No inflatable structures such as, but not limited to, Bouncy Castles and/or inflatable slides are to be brought on to the school site or used on the school site.

School Equipment

No use of apparatus such as stage fittings and equipment, audio-visual equipment, pianos, will be allowed without specific permission.

Fabric and Fittings

The fabric and fittings (including electrical installation) and contents of the premises shall not be interfered with in any way. Equipment, including tables and chairs, is to be used only for its intended purpose and is not to be adapted or misused. No treatment shall be given to prepare a floor for dancing. The wearing of stiletto heels is prohibited. The hirer shall leave the accommodation in a reasonable clean and tidy condition, with all equipment returned to the correct place of storage.

Hirers Property

Furniture and apparatus may be brought on to the premises at the hirer's own risk. Electrical items cannot be used in the hall without the prior permission of the Management. Hirers shall not bring on to the premises an article of an inflammable or explosive nature, nor any article producing an offensive smell, nor any substance, apparatus or article of a dangerous nature.

Storage

Storage facilities cannot be provided. When hirers are permitted to leave equipment on the premises, they do so entirely at their own risk.

Fire Precautions and Health/Safety (see Appendix B for risk assessment)

Hirers shall familiarise themselves with the fire precautions in force on the premises and with the means of escape in the event of a fire as detailed in the Hall Hire Information Pack/H&S leaflet. Fire and other exits must be kept clear at all times. The Hirer will appoint fire marshals for the hire event in accordance with the Hall Hire Pack for larger events.

Information Pack section on Fire Safety. The hirer will complete a risk assessment included Appendix B for their hire/event.

Hirers to ensure that the school main gate is closed when leaving the premises after an event.



Caretaker Support

Caretaker Support and the Management are instructed by the governors to ensure that the conditions of hire are fully complied with. All reasonable instructions given by the Site Manager/Caretaker on duty must therefore be followed.

Right of Access

The Governing Body and its agents reserve the right of access to the premises during the letting.

Insurance

All lettings will be covered by Hampshire County Council's Public Liability insurance a copy of which is included in the pack at the time of bookings being made.

All hirer's qualifications will be checked at the time of booking to ascertain that they are qualified to hold an event.

The Management will carry out their own risk assessment on each hirer.

VAT

The school is constrained 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 letting are subject to VAT.

Appendix A: Bentworth Jubilee Hall Hire Charges

Appendix B: Pro-forma Jubilee Hall Hire Risk Assessment (with appropriate guidance completed) COMPLETE BY HIRER PARTICULAR TO HIRER EVENT



Appendix A 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 |

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|---|-----|
| 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, **if requested**, 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' to the Hall Hire Management Team, c/o St Mary's Bentworth Primary School, Church Street, Bentworth, GU34 5RE for collection. A deposit of £100 may also be requested.

If a deposit has been requested, the 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 deposit.

In the event that no deposit has been paid and damage occurs the Hall Management Hire Team reserve the right to charge the Hirer for all repairs/replacements caused during and as a result of their hire.

Payment

Once you have received your booking confirmation from the Hall Hire Management Team, and your event has taken place, an invoice will be sent to you and payment options are highlighted on the reverse of the invoice.

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 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.*



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General Guidance

Original risk assessments must be kept for a period of 7 years. On completion a hard copy should be printed off and placed in your local/site health and safety folder.

Example Below

Instructions for Use: Please remove this section once you have completed the assessment as this is guidance for completing the assessment.

| | |
|-------------|--|
| Risk | <p>Events/specified event Jubilee Hall Hire (to be completed by hirer)</p> <p>Appendix B Pro-forma Jubilee Hall Hire Risk Assessment - add/complete details specific to your event</p> <p>Please direct enquiries to the Hall Hire Management Team; <i>site specific awareness-prompters highlighted in yellow</i></p> <p>NUT FREE policy operated during school hours/extended day clubs 7.00 am – 6.00 pm</p> |
|-------------|--|

| What are the hazards? | Who might be harmed and how? | What are you already doing (existing Control Measures)? | Do you need to do anything else to manage this risk (Additional Control Measures)? | Action by whom? | Action by when? | Done |
|--|--|---|--|--------------------------------|------------------------|------|
| Emergency situations – injuries/ reactions | <p><i>Any site user at the event may suffer an injury due to the activities taking part</i></p> <p><i>Potential for activities to cause a fire (particular</i></p> | <p><i>Responsible person appointed to manage the running of the event and decide on emergency procedures – notify Hall Hire Management team</i></p> <p><i>If any incident or accident occurs during the period of hire,</i></p> | <p><i>Coning off of access routes for emergency services – cones available</i></p> | <p><i>Setting up staff</i></p> | <p><i>**/**/**</i></p> | |



| What are the hazards? | Who might be harmed and how? | What are you already doing (existing Control Measures)? | Do you need to do anything else to manage this risk (Additional Control Measures)? | Action by whom? | Action by when? | Done |
|-----------------------|---|--|--|-----------------|-----------------|------|
| | <p>concern for indoor events)</p> <p>Hirer/visitors</p> | <p>inform Hall Hire Management team</p> <p>Trained first aiders appointed to attend the event to provide cover – confirm</p> <p>Dependent on size of event fire safety marshal appointed to supervise the running of the event – confirm</p> <p>1st-aid box is located in the Small Committee room area on wall; there is another in Main Hall kitchen</p> <p>Inform visitors of relevant signage on site for fire exits, fire safety meeting point (trim-trail); disabled WC – information included in Hall Hirer H&S information leaflet included in Hall Hire pack</p> | | | | |



| What are the hazards? | Who might be harmed and how? | What are you already doing (existing Control Measures)? | Do you need to do anything else to manage this risk (Additional Control Measures)? | Action by whom? | Action by when? | Done |
|--|--|---|--|-----------------|-----------------|------|
| | | | | | | |
| <p>Not being aware of special site requirements that may affect health</p> <p>Waste disposal</p> | <p><i>Risk to people with identified nut allergies during school hours if appropriate guidance is not followed</i></p> | <p><i>As a school we operate in school hours 7.00 am – 6.pm</i></p> <p>Nut-free policy for pupils and staff; ensure hall thoroughly cleansed after use and removal of all food.</p> <p><i>After event if not taking waste away from site, provision of black bin liners/ clear for food bags are in Vacuum cleaner Cupboard in Hall foyer</i></p> <p><i>Secure food waste in clear tied food bags; waste such as cartons in tied black bin liners and leave in closed relevant on-site skip</i></p> <p><i>Skips provided for waste as indicated:</i></p> | | | | |



| What are the hazards? | Who might be harmed and how? | What are you already doing (existing Control Measures)? | Do you need to do anything else to manage this risk (Additional Control Measures)? | Action by whom? | Action by when? | Done |
|--|------------------------------|---|--|-----------------|-----------------|------|
| | | <p><i>Small wheelie bin for food waste including fruit/veg inc peelings; meat & fish; left over food, egg shells, compostable t-bags and coffee grounds.</i></p> <p><i>A skip designated for paper, card, plastic packaging</i></p> <p><i>A further skip for general waste not included in the above</i></p> <p><i>Please take glass with you for recycling</i></p> | | | | |
| Fire (both intentional and unintentional, eg bonfires, barbecues) – heat, flames, fumes | As above | <p>Not advisable. If considering a of BBQ Hall Hire Management Team must be informed prior to event</p> <p>Refer to Hall Hirer H&S leaflet in hall hire pack</p> | | | | |
| Slips and trips – activities creating slippery surfaces, or introducing new trip hazards | As above | Be aware of any wet surfaces | | | | |



| What are the hazards? | Who might be harmed and how? | What are you already doing (existing Control Measures)? | Do you need to do anything else to manage this risk (Additional Control Measures)? | Action by whom? | Action by when? | Done |
|--|------------------------------|--|--|-----------------|-----------------|------|
| Faulty equipment - | <i>As above</i> | <i>All electrical items owned by the school and available for hall hire are PAT tested annually</i> | | | | |
| Traffic – car parking | <i>As above</i> | <i>White lines indicate parking bays; Disabled/Accessibility bays clearly indicated; external lighting provided</i> | | | | |
| Incorrect use of equipment - | <i>As above</i> | <i>Hall hire management team will show hirers equipment available for use/ appropriate use eg projector</i> | | | | |
| Inclement weather – slippery surfaces, snow, ice | <i>As above</i> | <i>The car park will be maintained to an appropriate standard; for school days gritted, salted as appropriate. Grit and salt are available to side of hall should hirers feel appropriate to use for their hire; consideration should be given to whether an event</i> | | | | |



| What are the hazards? | Who might be harmed and how? | What are you already doing (existing Control Measures)? | Do you need to do anything else to manage this risk (Additional Control Measures)? | Action by whom? | Action by when? | Done |
|---|------------------------------|--|--|-----------------|-----------------|------|
| | | <i>should be held in inclement conditions</i> | | | | |
| Particular hazards caused by activity - | <i>As above</i> | Hirer to identify ... | | | | |
| Stage, drop from height to hall floor level | <i>As above</i> | <i>Front of stage lineage to hall floor as visual aid of stage edge</i> | | | | |
| External doors unmanned; finger trapping in doors | <i>As above</i> | <i>All doors are fitted with finger-guards</i> | | | | |
| Play Equipment on field | <i>As above</i> | <i>Equipment installed eg trim-trail, basketball/netball posts regularly checked; on school days, morning site inspections of field, equipment; annually surveyed by equipment provider. Signage in place advising adult supervision and</i> | | | | |



| What are the hazards? | Who might be harmed and how? | What are you already doing (existing Control Measures)? | Do you need to do anything else to manage this risk (Additional Control Measures)? | Action by whom? | Action by when? | Done |
|---|------------------------------|---|--|-----------------|-----------------|------|
| | | <i>suitable for children under 12 years of age</i> | | | | |
| Add any additional risks identified for YOUR event | <i>As above</i> | | | | | |
| | | | | | | |

| | | |
|--|-----------|------|
| Risk Assessor Hall hirer event lead (print name) | Signature | Date |
| Responsible Manager/Hall Hire Management | Signature | Date |

| Date Reviewed | Signature | Role |
|---------------|-----------|------|
| | | |



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Action Plan for Risk Assessment

Action Plan to be completed based on the findings of the assessment. The following actions are to be undertaken to reduce the risk level as far as reasonably practical and to ensure that all of the standard controls and local arrangements are in place.

| No | Hazard not fully controlled | Performance Status | Action required | Person Responsible | Target Date | Date of Completion |
|----|-----------------------------|--------------------|-----------------|--------------------|-------------|--------------------|
| | | Imminent | | | | |
| | | High | | | | |
| | | Medium | | | | |
| | | Low | | | | |
| | | Very low | | | | |
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |

| | | |
|---|------------------|-------------|
| Responsible Manager/Hall Hire Management | Signature | Date |
| | | |