

# Beech Village Hall & Recreation Ground

Registered Charity 301738  
VAT registration number: 937 6019 08



## SINGLE EVENT BOOKING FORM

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**HIRER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CONTACT:-** Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**DATE OF BOOKING:** From \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_

**PURPOSE OF BOOKING:** Private: \_\_\_\_\_ Commercial: \_\_\_\_\_

<b>2012 ROOM HIRE RATES – BEECH VILLAGE HALL</b>	<b>(A) Rate per hour</b>	<b>(B) Hire From (24 hour clock)</b>	<b>(C) Hire To (24 hour clock)</b>	<b>(D) Hours (Note 5) Required: (C) – (B) (Minimum 3 in total)</b>	<b>£ Cost (D) x (A) (Room Hire Rates (A) include VAT)</b>
<b>MAIN HALL ONLY</b> (Note 1)					
0900-1800 (Monday-Friday) +	<b>£14</b>				£
1800-0000 (Monday-Thursday) +	<b>£15</b>				£
0900-1800 (Saturday)	<b>£16</b>				£
0900-1800 (Sunday)	<b>£16</b>				£
1800-0000 (Friday-Sunday) +	<b>£17</b>				£
<b>MAIN HALL and LOUNGE</b> (Notes 2 & 3)					
0900-1800 (Monday-Friday) +	<b>£18</b>				£
1800-0000 (Monday-Thursday) +	<b>£19</b>				£
0900-1800 (Saturday)	<b>£20</b>				£
0900-1800 (Sunday)	<b>£20</b>				£
1800-0000 (Friday-Sunday) +	<b>£21</b>				£
<b>LOUNGE</b> (Note 3) <b>or</b> <b>MEETING ROOM</b> (#)					
0900-1800 (Monday-Friday) +	<b>£9</b>				£
1800-0000 (Monday-Thursday) +	<b>£10</b>				£
0900-1800 (Saturday-Sunday)	<b>£11</b>				£
1800-0000 (Friday-Sunday) +	<b>£12</b>				£
+ Bank Holidays charged at Saturday rates				<b>(E) Sub-total</b>	<b>(E)</b> £
<b>FOR COMMERCIAL</b> (Note 4) <b>BOOKINGS ADD 15% TO (E)</b>				<b>Commercial Charge</b> <b>(E) x 15%</b>	<b>(F)</b> £
<b>BEECH RESIDENT'S</b> <b>DISCOUNT 25% OFF (E)</b>				<b>Beech Residents</b> <b>Discount (E) x 25%</b>	<b>(G)</b> £
				<b>Room Hire</b> <b>(E) + (F) – (G) =</b> (Carried Forward)	<b>(H)</b> £ _____

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### ADDITIONAL ITEMS MAY BE HIRED AS FOLLOWS:

	(H) (Brought Forward)	£ _____
<b>TABLES</b> (Internal) 10 included in hire – <b>£5 extra per table</b> (maximum 5 extra)	Extra number? =	£
<b>CHAIRS</b> (Internal) 100 included in hire – <b>50p extra per chair</b> (maximum 20)	Extra number? =	£
<b>KITCHEN:</b>		
Use of <b>all</b> kitchen facilities: Includes cooker, microwaves, heated cupboard, dishwasher, hot water dispenser for tea/coffee, fridge, two freezers, kettle and up to 60 cups, saucers and side plates. (see below for additional crockery hire) <b>£25 per hire</b>	* Delete as applicable  *Yes/No	£
Use of cooker, microwaves and hot cupboard – <b>£10 per hire</b>	*Yes / No	£
Use of hot water dispenser for tea/coffee with up to 60 cups, saucers and side side plates – <b>£5 per hire</b> <b>Additional crockery sets required £5 per 20</b>	*Yes / No *20 / 40 / 60	£ £
Tea/coffee pots and cream jugs - <b>£5 per hire</b> <b>Numbers required? Tea pots _____ Cream jugs _____</b>	*Yes / No	£
Dinner, side and dessert plates and cutlery – <b>£10 per 60 settings</b>	*Yes / No *60 / 120	£
<b>MEDIA HIRE:</b>		
Drop-down electric screen - <b>£10 per hire</b>	*Yes / No	£
Use of built-in ceiling projector and screen – <b>£25 per hire</b>	*Yes / No	£
Use of microphone with speakers - <b>£10 per hire</b>	*Yes / No	£
Portable Stage Hire - <b>£20 per hire</b>	*Yes / No	£
Flipchart, stand and pens - <b>£10 per hire</b>	*Yes / No	£
<b>EXTERNAL USE ONLY:</b>		
Marquee (12m x 7m) – self- assembly on Green – <b>£200 per hire</b>	*Yes / No	£
Marquee (12m x 7m) – assembled by BVH on Green - <b>£400 per hire</b>	*Yes / No	£
Marquee internal lights - <b>£25 per hire</b>	*Yes / No	£
Trestle tables (maximum 6) - <b>£5 per table</b>	*Yes / No Number? _____	£
Plastic chairs (maximum 60 and for external use only) – <b>50p per chair</b>	*Yes / No Number? _____	£
<b>PLEASE NOTE:</b> <b>A deposit of £100 will be required to reserve the booking and it will serve as the security deposit to cover any loss or damages (see also Note 6).</b>  <b>Total Hire Charge (I) to be paid to Bookings Secretary at least 10 working days prior to the event date.</b>	<b>TOTAL HIRE CHARGE</b>	<b>(I)</b> £ _____

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### GENERAL INFORMATION AND CONDITIONS:

**Note 1:** Hire of the **Main Hall only** does not give exclusivity to the use of Kitchen

**Note 2:** **IS ALCOHOL TO BE SOLD AT THE EVENT?**

**\* YES or NO (\* delete as applicable)**

If **'YES'** - a **TEMPORARY EVENT NOTICE** must be obtained by the **Personal Licence Holder** from East Hants District Council and a copy of the Approval Notice forwarded before the event to the Bookings Secretary.

**Note 3:** Hiring the **Lounge** includes use of the Bar area, but not to the use of bar fridges or glasses.

**Note 4:** **Commercial Booking** - is where the objective of the hiring is to make profit, thus producing personal income..

**Note 5:** Hours booked must include setting-up and setting-down time. Attendees must vacate the premises by no later than 30 minutes prior to hire finish and those clearing-up must vacate no later than finishing time booked.

**Note 6:** The playing of **music** (recorded or live) and the **sale of alcohol MUST** cease no later than **2300 hours**.

**NO ALCOHOL IS TO BE CONSUMED OUTSIDE OF THE PREMISES AFTER 2300 HOURS.**

Breaking any of these conditions could result in the security deposit being forfeited in part or in full.

The **Main Hall** has a **Sound Pollution Control Unit** which may cut the power off if an **85 dB** sound level is exceeded. There is also a **Hearing Loop System** installed.

All **rubbish** is to be taken off site. All **floors** to be swept clean. **Kitchen and Bar** areas to be clean and tidy. **Toilets** checked for cleanliness before final vacation.

**(#) The Meeting Room** has no disability access.

Discounts are available for **Multiple Bookings** over 25 hours booked – please use Multiple Event Booking Form

Collection and return of **KEYS** to be arranged through **Bookings Secretary**.

**PLEASE BE MINDFUL OF THE CLOSE PROXIMITY OF NEIGHBOURS**

**PLEASE LEAVE QUIETLY AND KEEP NOISE LEVELS TO A MINIMUM**

**NO SLAMMING OF CAR DOORS      NO SOUNDING OF CAR HORNS      NO LOUD FAREWELLS**

**Please make cheques payable to BEECH VILLAGE HALL**

- I confirm that I am over the age of 21 and will be in attendance during the event;
- I confirm that I have read, understood and accepted all conditions set above in pages 1 to 3;
- I confirm that I have read, understood and accept the current Terms and Conditions of Hire;
- I confirm that I have understood and accept any other restrictions applied by the Beech Village Hall Management Committee.

Signed (Hirer): \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Please return completed form to the Bookings Secretary  
Mrs Cheryl Thomas, 91 Medstead Road, Beech, HAMPSHIRE GU34 4AE Tel: 01420 88632  
Revised December 19<sup>th</sup> 2011