

Beech Village Hall & Recreation Ground

Registered Charity 301738
VAT registration number: 937 6019 08



MULTIPLE EVENT BOOKING FORM

Page 1 of 4

HIRER: _____

ADDRESS: _____

CONTACT:- Telephone: _____ Email: _____

DATES OF BOOKING: Please complete Page 3

PURPOSE OF BOOKING: Private: _____ Commercial: _____

2012 ROOM HIRE RATES – BEECH VILLAGE HALL	(A) Rate per hour	(B) Hire From (24 hour clock)	(C) Hire To (24 hour clock)	(D) Hours (Note 5) Required: (C) – (B) (Minimum 3 in total)	£ Cost (D) x (A) (Room Hire Rates (A) include VAT)
MAIN HALL ONLY (Note 1)					
0900-1800 (Monday-Friday) +	£14				£
1800-0000 (Monday-Thursday) +	£15				£
0900-1800 (Saturday-Sunday)	£16				£
1800-0000 (Friday-Sunday) +	£17				£
MAIN HALL and LOUNGE (Notes 2 & 3)					
0900-1800 (Monday-Friday) +	£18				£
1800-0000 (Monday-Thursday) +	£19				£
0900-1800 (Saturday-Sunday)	£20				£
1800-0000 (Friday-Sunday) +	£21				£
LOUNGE (Note 3)					
0900-1800 (Monday-Friday) +	£9				£
1800-0000 (Monday-Thursday) +	£10				£
0900-1800 (Saturday-Sunday)	£11				£
1800-0000 (Friday-Sunday) +	£12				£
			Hours per Session =	(K) ----- Hours	
+ Bank Holidays charged at Saturday rates				(E) Sub-total	(E) £
FOR COMMERCIAL BOOKINGS (see Note 4) ADD 15% TO (E)				Commercial Charge = (E) x 15%	(F) £
(G) = Room Hire Rate per session. Quantity Discount (QD) applicable to be applied on Page 2				Room Hire Rate (E) + (F) (Carried Forward)	(G) £ _____

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Please return completed form to the Bookings Secretary
Mrs Cheryl Thomas, 91 Medstead Road, Beech, HAMPSHIRE GU34 4AE Tel: 01420 88632
Revised December 7th 2011

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ADDITIONAL ITEMS MAY BE HIRED AS FOLLOWS:

Quantity Discount (QD) for total hours booked on Page 3 are: QD = _____ % (H) (to be found on Page 3)	(G) less (H) = (I)	(I) £ _____
TABLES (Internal) 10 included in hire – £5 extra per table (maximum 5 extra)	Extra number? =	£
CHAIRS (Internal) 100 included in hire – 50p extra per chair (maximum 20)	Extra number? =	£
KITCHEN:		
Use of all 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. £25 per hire (see below for additional crockery hire)	* Delete as applicable *Yes/No	£
Use of cooker, microwaves and hot cupboard – £10 per hire	*Yes / No	£
Use of hot water dispenser for tea/coffee with up to 60 cups, saucers and side side plates – £5 per hire Additional crockery sets required £5 per 20	*Yes / No *20 / 40 / 60	£ £
Tea/coffee pots and cream jugs – Number required? Tea Pots _____ Cream jugs _____ £5 per hire	*Yes / No	£
Dinner, side and dessert plates and cutlery – £10 per 60 settings	*Yes / No *60 / 120	£
MEDIA HIRE:		
Drop-down electric screen - £10 per hire	*Yes / No	£
Use of built-in ceiling projector and screen – £25 per hire	*Yes / No	£
Use of microphone with speakers - £10 per hire	*Yes / No	£
Portable Stage Hire - £20 per hire	*Yes / No	£
Flipchart, stand and pens - £10 per hire	*Yes / No	£
EXTERNAL USE ONLY:		
Marquee (12m x 7m) – self- assembly on Green – £200 per hire	*Yes / No	£
Marquee (12m x 7m) – assembled by BVH on Green - £400 per hire	*Yes / No	£
Marquee internal lights - £25 per hire	*Yes / No	£
Trestle tables (maximum 6) - £5 per table	*Yes / No Number? _____	£
Plastic chairs (maximum 60 and for external use only) – 50p per chair	*Yes / No Number? _____	£
PLEASE NOTE: A deposit of £100 will be required to reserve these multiple bookings and it will serve as the security deposit to cover any loss or damages (see also Note 6). Total Hire Charge (J) to be paid to Bookings Secretary. Invoices will be issued quarterly in advance, payable within 30 days. Cancellation charges will be made in line with the Terms and Conditions.	TOTAL HIRE CHARGE	(J) £ _____

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MULTIPLE BOOKINGS DATES:

SESSION DATE		SESSION DATE		SESSION DATE		SESSION DATE	
1	/ /	26	/ /	51	/ /	76	/ /
2	/ /	27	/ /	52	/ /	77	/ /
3	/ /	28	/ /	53	/ /	78	/ /
4	/ /	29	/ /	54	/ /	79	/ /
5	/ /	30	/ /	55	/ /	80	/ /
6	/ /	31	/ /	56	/ /	81	/ /
7	/ /	32	/ /	57	/ /	82	/ /
8	/ /	33	/ /	58	/ /	83	/ /
9	/ /	34	/ /	59	/ /	84	/ /
10	/ /	35	/ /	60	/ /	85	/ /
11	/ /	36	/ /	61	/ /	86	/ /
12	/ /	37	/ /	62	/ /	87	/ /
13	/ /	38	/ /	63	/ /	88	/ /
14	/ /	39	/ /	64	/ /	89	/ /
15	/ /	40	/ /	65	/ /	90	/ /
16	/ /	41	/ /	66	/ /	91	/ /
17	/ /	42	/ /	67	/ /	92	/ /
18	/ /	43	/ /	68	/ /	93	/ /
19	/ /	44	/ /	69	/ /	94	/ /
20	/ /	45	/ /	70	/ /	95	/ /
21	/ /	46	/ /	71	/ /	96	/ /
22	/ /	47	/ /	72	/ /	97	/ /
23	/ /	48	/ /	73	/ /	98	/ /
24	/ /	49	/ /	74	/ /	99	/ /
25	/ /	50	/ /	75	/ /	100	/ /

Numbers of Sessions above to be booked = _____ (L)

Hours per Session = (K) _____ x (L) = _____ = (M) Total hours booked.

Quantity Discounts (QD) for total hours booked at (M):

- 25 total hours booked = 10% off (G)
- 50 total hours booked = 15% off (G)
- 75 total hours booked = 20% off (G)
- 100 total hours booked = 25% off (G)

QUALIFYING QUANTITY DISCOUNT = _____ % (H) (to be inserted at top of Page 2)

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GENERAL INFORMATION AND CONDITIONS:

Please return completed form to the Bookings Secretary
 Mrs Cheryl Thomas, 91 Medstead Road, Beech, HAMPSHIRE GU34 4AE Tel: 01420 88632
 Revised December 7th 2011

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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 hiring objective is to make a profit, thus producing personal income..

Note 5: Hours booked must include setting-up and setting-down time. Attendees must vacate the premises 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.
The breaking of 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.

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 4;
- 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: ____ / ____ / ____