

Beech Village Hall & Recreation Ground

Registered Charity 301738
VAT registration number: 937 6019 08



WEDDING RECEPTION BOOKING FORM

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HIRER: _____

ADDRESS: _____

CONTACT:-

Telephone: _____ Email: _____

DATE OF BOOKING: From _____ / _____ / **20** to _____ / _____ / **20**

PURPOSE OF BOOKING: WEDDING RECEPTION Date of Wedding: _____ / _____ / _____

Time: _____ Venue: _____

Anticipated Attendance: _____ Adults _____ Children (under 12)

MAIN HALL AND LOUNGE (see Notes 1 & 2) **IS BOOKED AS FOLLOWS:**

MANDATORY FOR WEDDING RECEPTION DAY: 0900 hours to 0000 hours (15 hours) - ROOM HIRE CHARGE (Saturday) = (A) £315.00

ADDITIONAL HOURS BOOKABLE for set-up and set-down @ £21 per hour charge (see Note 4).

(B) - Friday - 1200 to 2200 = 10 hours @ £21 ph = £210

(C) - Friday - 1800 to 2200 = 4 hours @ £21 ph = £84

(D) - Sunday - 0900 to 1200 = 3 hours @ £21 ph = £63

ATTENDANCE CHARGES AS FOLLOWS:

(E) - £80 (up to 80 attendees) – charge includes up to 10 tables (6' x 2'3") and up to 80 chairs.

(F) - £100 (up to 100 attendees) – charge includes up to 12 tables (6' x 2'3") and up to 100 chairs.

(G) - £120 (up to 120 attendees) – charge includes up to 15 tables (6' x 2'3") and up to 120 chairs.

KITCHEN FACILITIES (if required):

(H) £25 per booking: * YES or NO – (*delete as applicable) Hire includes:	(I) £25 per booking: * YES or NO – (*delete as applicable)	Insert applicable numbers required
Electric cooker	cups & saucers	
Two microwaves	side plates	
Hot cupboard	dinner plates	
Hot water dispenser for tea/coffee	dessert plates	
Dishwasher	sets of cutlery	
Fridge & two freezer cabinets	tea/coffee pots	
Kettle		

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ADDITIONAL ITEMS MAY BE HIRED AS FOLLOWS:

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	£
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? _____	£
TOTAL OF ADDITIONAL ITEMS:		TOTAL OF ADDITIONAL ITEMS	(1) £ _____
BASIC HIRE CHARGE (A) – mandatory: Beech Residents hiring a Wedding Reception - see Note 3.		(A)	(2) £315.00
ADDITIONAL HOURS – if required:	* Delete as applicable	* (B) (C) (D)	(3) £ _____
ATTENDANCE CHARGE – select one:	* Delete as applicable	* (E) (F) (G)	(4) £ _____
KITCHEN (H) and/or CROCKERY/CUTLERY (I) CHARGES – if required:	* Delete if applicable	* (H) and or (I)	(5) £ _____
PLEASE NOTE: A deposit of £200 will be required to reserve the booking and it will serve as the security deposit to cover any loss or damages (see also Note 5). Total Hire Charge (6) to be paid to Bookings Secretary at least 10 working days prior to the event date.		TOTAL HIRE CHARGE (1) to (5)	(6) £ _____

Additional information, questions or requests from the Hirer to the Bookings Secretary:

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GENERAL INFORMATION AND CONDITIONS:

Note 1: 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 2: The use of the the **Bar Area** does NOT include any glasses or coolers.

Note 3: Beech Residents hiring the Beech Village Hall Complex for a Wedding Reception for themselves or their children/grandchildren qualify for a 20% discount off the Total Hire Charge (6).

Note 4: 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 5: 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 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 vacaton.

Booking includes use of the **Village Green** (weather permitting, it will be mowed prior to the event during Spring/Summer period

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: _____ / _____ / _____