



CLUBS, CLASSES & MEETINGS BOOKING GUIDE

bookings@beechvillage.org.uk

ABSTRACT

Set in beautiful countryside but easily accessible from the major towns of Hampshire and Surrey, Beech Village Hall is a large and flexible space ideal for hosting a variety of events including; meetings, clubs, classes and fairs. This guide will step you through how to make a booking and tailor our facilities to make your event a great success!



Clubs, Classes & Meetings Booking Guide

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How to book?

We want to make your event a great success! We have a long experience of providing service to event organisers and hosts. Our village hall is a great venue for meeting, Clubs, Classes, Fairs and other gatherings.

We know that getting the details right make a great experience. We are keen to personally show you around our facilities and manage the booking process with you. We have an online reservation system so that you can see the availability of our facilities and tailor the details of your booking to your specific needs.



Getting started

1. For more information on the village hall: <https://www.beechvillage.org.uk/village-hall/>
2. To check for availability please follow this link, (the + symbol indicates availability on that date): <https://v2.hallmaster.co.uk/Scheduler/View/9783>
3. To arrange a tour please email us at: bookings@beechvillage.org.uk
4. To make a booking go to our [calendar](#) and click on the + symbol on the date and room you wish to book (for more details please see the next section below)
 - If you are making a booking request for the first time, you will be asked to enter your contact details and a password
 - For more details on how to use our online tool to make a specific booking request please see the next section '[More details on how to book](#)'
5. If you need more help:
 - Email us at: bookings@beechvillage.org.uk, or phone us on: 07501 187496

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Meetings

Set in beautiful countryside but easily accessible from the major towns of Hampshire and Surrey, we offer an ideal space for dedicated teamwork, training, thinking and creativity.

We are approximately 10 miles South of Basingstoke and easily accessible from the nearby A339. We have our own dedicated car park and high-speed internet access.

We have two spaces suitable for smaller (10 – 20 invitees) meetings plus the main hall for larger (120 seated or up to 200 standing attendees) meetings and events.



Please select the facilities that you require (here are our suggestions):

Hire of your selection of the:	Your selection of the number of hours for:
<ul style="list-style-type: none"> <input type="radio"/> Main Hall <input type="radio"/> Lounge/Meeting Room <input type="radio"/> Annexe Meeting Room 	<ul style="list-style-type: none"> <input type="radio"/> Set up <input type="radio"/> Meeting time <input type="radio"/> Tidy up

Catering facilities	<p>Your selection of catering facilities:</p> <ul style="list-style-type: none"> <input type="radio"/> Use of all kitchen facilities. Includes cooker, microwave, heated cupboard, hot water dispenser, fridge, kettle and up to 60 cups, saucers, side plates and cutlery. <input type="radio"/> Dinner and dessert plates plus cutlery for 20 settings. Up to 5 increments to a maximum of 100 settings <input type="radio"/> Additional cups, saucers and side plates plus cutlery for 20 settings. Up to 2 increments to a maximum of 100 settings
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Sound & lighting	<p>Your selection of sound and lighting:</p> <ul style="list-style-type: none"> <input type="radio"/> PA system and screen: Connection to in-house overhead projector (VGA or HDMI connection) - useful for playing videos, PowerPoint or other visual presentation material. Please let us know your interface requirement (VGA or HDMI) in advance <input type="radio"/> PA system: Use of radio microphone - for announcements, commentaries or presentations.
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Clubs and Classes

We are very happy and proud to host regular Clubs and Classes. Our venue is a flexible and convenient space for hosting events for residents of Alton and the surrounding villages. The Main Hall is a large private space suitable for physical and cerebral learning, development and fun. The dedicated car park gives convenient and easy access and our online calendar is a great way to promote your class or club to a wider audience.

Our online calendar highlights Yoga, Pilates, Dance, Art, Baby Sensory and Bridge as regular users of our hall and we are always keen to support and host new ventures.



all-day	Mon 08/02	Tue 09/02	Wed 10/02	Thu 11/02	Fri 12/02
05					
06					
07					
08					
09					
10					
11	Pilates 09:30 - 12:00	Pilates 08:30 - 12:00	Baby Sensory 08:30 - 12:45		Toddler Sense 08:45 - 12:30
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					

Our standard clubs and classes regular user rates include:

Hire of the: Main Hall	<ul style="list-style-type: none"> ○ Your selection of the number of hours for: ○ Set up, class and tidy up
Catering facilities	<ul style="list-style-type: none"> ● Use of kitchen facilities. Includes hot water dispenser, fridge, kettle and up to 60 cups, saucers, side plates and cutlery.
Sound & lighting	<ul style="list-style-type: none"> ● Background music system: Perfect for dinner parties or events where background music is all that is needed. Connection via Bluetooth or 3.5mm jack input to phone, tablet or computer.

In addition, we offer volume discount for annual commitments to the number of hours as below:

- 10% for exceeding 25 hours
- 15% for exceeding 50 hours
- 20% for exceeding 75 hours
- 25% for exceeding 100 hours.

Please contact us to discuss how we can work with you to make your venture a success!

Email: bookings@beechvillage.org.uk

Phone: 07501 187496

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More details on how to book

Overview of the process

To make a booking request please visit our online [calendar](#) (see [Calendar](#) section for more details) and:

1. Click on the + symbol on the date and room you wish to book.
2. Sign in or register
 - a. If you are making a booking request for the first time, you will be asked to enter your contact details and a password
 - b. Our booking system will send you a link to validate your email address
 - c. We suggest you drop us an email to tell us what type of event you are interested in for example 'Wedding Reception' so that we can tailor your user profile
3. Complete the online booking form (see [Booking Form](#) section for more details)
4. Press the **Save** button at the end of the form.
 - a. Your booking request will be forwarded to us
 - b. You will receive an email confirmation of receipt of your booking form
5. We will send you an interim hiring invoice to confirm the details of the booking and the total cost including VAT. You can then email or call us with questions or changes.
6. We will then send you an invoice for the security deposit to confirm your reservation and to act as a security deposit to cover any losses or damages.
7. On receipt of the security deposit we will confirm your booking in our system and issue the final hiring invoice which will be due for payment 30 days before your event
8. On receipt of the full payment for the hiring invoice we will send you details on how to access the hall
9. Within 10 days after your event we will return your security deposit less any deductions for losses or damages.

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Calendar

This is an example of our online calendar.

You can select a specific room at the top of the screen

The + sign indicates availability on that date.

You can make a booking request by clicking on the + sign

Beech Village Hall and Recreation Ground

Select Room All Rooms for this venue A - A

- Hall (12M x 9M)
- Lounge (6M x 6M)
- Meeting room (5.5M x 4.25M)

Click on an event to view more details. To make a booking request click on the +.

Print / PDF

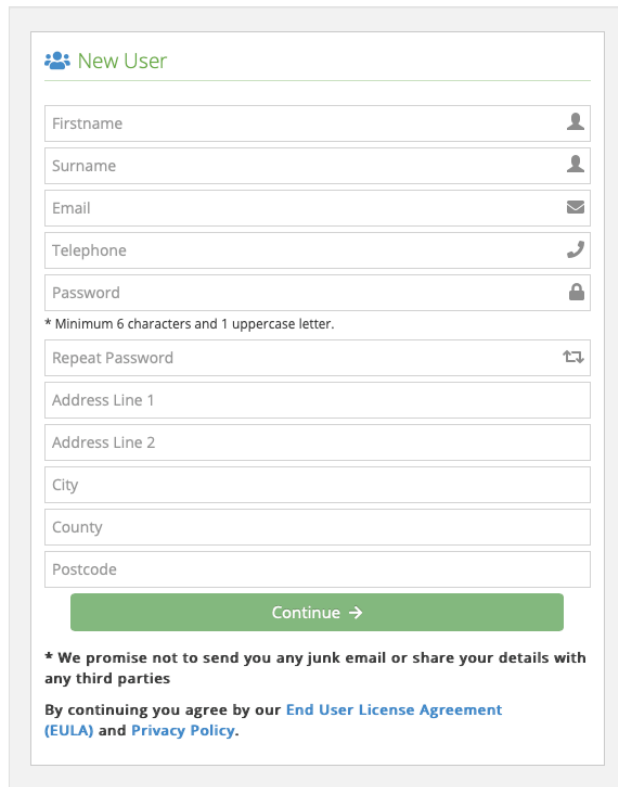
January 2021							Today		Month	Week	Day	Agenda	
Mon	Tue	Wed	Thu	Fri	Sat	Sun							
+28	+29	+30	+31	+1	+2	+3	15:00 - 01:00 Provisional Booking						
+4	+5	+6	+7	+8	+9	+10	09:30 - 12:00 Pilates	08:30 - 12:00 Pilates 18:00 - 19:00 Scaravelli Yoga 19:30 - 20:30 Dance class	08:30 - 12:45 Provisional Booking 18:30 - 20:45 Yoga	14:00 - 15:30 Provisional Booking 19:00 - 20:00 Body Moves	08:45 - 12:30 Toddler Sense 12:30 - 14:00 Baby Sensory		
+11	+12	+13	+14	+15	+16	+17	09:30 - 12:00 Pilates	08:30 - 12:00 Pilates 19:30 - 20:30 Dance class	08:30 - 12:45 Provisional Booking 18:30 - 20:45 Yoga	14:00 - 15:30 Provisional Booking 19:00 - 20:00 Body Moves	08:45 - 12:30 Toddler Sense 12:30 - 14:00 Baby Sensory		
+18	+19	+20	+21	+22	+23	+24	09:30 - 12:00 Pilates 19:00 - 21:00 Private Booking 19:30 - 20:30 Yoga	08:30 - 12:00 Pilates 18:00 - 19:00 Scaravelli Yoga 19:30 - 20:30 Dance class	08:30 - 12:45 Provisional Booking 18:30 - 20:45 Yoga	14:00 - 15:30 Provisional Booking 19:00 - 20:00 Body Moves	08:45 - 12:30 Toddler Sense 12:30 - 14:00 Baby Sensory	13:00 - 23:59 Provisional Booking 13:00 - 23:59 Provisional Booking	+24
+25	+26	+27	+28	+29	+30	+31	09:30 - 12:00 Pilates	08:30 - 12:00 Pilates 19:30 - 20:30 Dance class	08:30 - 12:45 Provisional Booking 18:30 - 20:45 Yoga	14:00 - 15:30 Provisional Booking 19:00 - 20:00 Body Moves	08:45 - 12:30 Toddler Sense 12:30 - 14:00 Baby Sensory 19:30 - 23:00 Beech Village Social 19:30 - 23:00 Beech Village Social		

If you are making a booking request for the first time, you will be asked to enter your contact details and a password so that you can track your booking status, any changes that are made and view any invoices and payments linked to your booking (please see the next section [Registering for access](#) for more details).

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Registering for access

Make Booking Request - Beech Village Hall and Recreation Ground



New User

Firstname

Surname

Email

Telephone

Password
* Minimum 6 characters and 1 uppercase letter.

Repeat Password

Address Line 1

Address Line 2

City

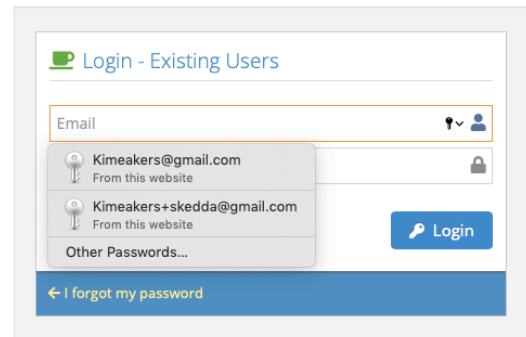
County

Postcode

Continue →

* We promise not to send you any junk email or share your details with any third parties

By continuing you agree by our [End User License Agreement \(EULA\)](#) and [Privacy Policy](#).



Login - Existing Users

Email

Kimeakers@gmail.com
From this website

Kimeakers+skedda@gmail.com
From this website

Other Passwords...

Login

[← I forgot my password](#)

Once you have registered with the system, we will send you an email so that we can validate your email address. You will then be able to log into our booking system and provide us with more details of your requirements.

- *We will store your details in our online systems so that we can manage your booking. If you would like more information on our privacy and data protection policy please follow this link:*
<https://www.hallmaster.co.uk/Docs/Hallmaster-Privacy-Policy.pdf>

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Booking form

Make Booking Request - Beech Village Hall and Recreation Ground

Details

Rooms Hall (12M x 9M) ?
 Lounge (6M x 6M)
 Meeting room (5.5M x 4.25M)

Event Name ?

Start Date / Time ?

End Date / Time ? ?

Recurring Booking

Activity ?

Additional (Line) Items

Line item Group	Line Item	Quantity	Cost
<input type="text" value="Administrative charges & discounts"/>	<input type="text" value="25% Beech village resident discount on room hire charges."/>	<input type="text" value="1"/>	£0 per item

Description ?

Privacy ?

Number of People Attending ?

Special Requirements ?

I agree to the [Hall Terms & Conditions](#)

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How to use the booking form

To make a reservation we ask you to provide the following information:

What the form asks for?	What are the options?
<p>Rooms Which rooms you wish to hire. You can select multiple rooms.</p>	<ul style="list-style-type: none"> ○ Main Hall ○ Lounge ○ Meeting room
<p>Event name The name of your event</p>	<p>Your choice of name. If you select 'Public' in the Privacy field (see below) this will be the name displayed in our calendar.</p>
<p>Start Date/Time The dates and times you need. You can click on the calendar or clock symbols to adjust these.</p>	<p>Our normal opening times are 0900 to 2359</p> <ul style="list-style-type: none"> ○ The minimum time slot is 3 hours. ○ For set up and tidy up on different days we ask that you make separate bookings.
<p>End Date/Time The dates and times you need. You can click on the calendar or clock symbols to adjust these.</p>	<p>Closing time, 23:59</p> <ul style="list-style-type: none"> ○ Please note that from 23:00 hours all doors and windows must be kept closed and music must cease. ○ Guests must leave by 2330 hours <p>Please allow time for tidying up</p> <ul style="list-style-type: none"> ○ Those involved in tidying up must leave by the end time ○ All rubbish must be taken off site. All floors where necessary are to be mopped clean of any spillage and swept clean. Kitchen and Bar areas to be clean and tidy. Toilets checked for cleanliness and tidiness before vacation <p>Alternatively, please consider booking the morning of the following day to tidy up.</p>
<p>Recurring booking Check this box to make recurring bookings of the same event</p>	<p>This enables our regular users to easily schedule a repeating event, for example every month or every week</p>
<p>Activity The type of activity for this event. When we create your user profile we define the types of activity which also defines the room hire rates. For Wedding Reception bookings there are different activities for the package or tailored reception and also for set up and tidy up time</p>	<p>For example:</p> <ul style="list-style-type: none"> ○ Commercial hire (eg classes, meetings) ○ Non-commercial hire (societies, fairs, parties & clubs) ○ Beech village social events ○ Public Authority meeting (eg Parish council)
<p>Additional (Line) Items (optional extras) Line Item Group Line Item Any additional extras (line items) you require can be added by selecting them here. We have structured these into groups: 1. You first select the group eg Catering Facilities</p>	<p>These are the groups of optional extras:</p> <ul style="list-style-type: none"> ○ Administrative charges & discounts ○ Sound and lighting for hall ○ Catering facilities ○ Skittle alley ○ Wedding reception extras (if you are not using our package)

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- | | |
|--|--|
| <ol style="list-style-type: none"> 2. And then you select the line item eg Use of all kitchen facilities 3. Please note the price EXCLUDES VAT 4. Then you can select the quantity if appropriate 5. And then you must press the ADD button | <ul style="list-style-type: none"> ○ Marquee hire ○ Tables and chairs ○ Party for ages 16 to 21 ○ Deposits (please select the appropriate deposit for the event type) ○ Alcohol |
|--|--|

If you are planning to serve alcohol we need to understand how the licensing requirements will be covered.

Description

A more detailed description of the event if you plan to make it public

See the section below on 'Privacy' to understand how this is used.

You can use this section to 'market' your event by including a description, web links and pictures.

Privacy

This defines whether your event name, event description, email address and phone number will be displayed in our online calendar.

- Private
- Public
- Public (contact details hidden)

The default is 'Private' meaning they will not be displayed.

You can select 'Public' in which case the event name and description will be publicly visible in our calendar.

In addition, you can decide if you want to make your email and phone number publicly visible.

Number of People Attending

How many guests you expect

Please let us know the approximate number of guests you expect.

Special Requirements

Any special requirements you have

This is where you can let us know if you have specific requirements.

Hall Terms and Conditions

The Village Hall is run by a charity in support of the local community and licensed to operate under specific conditions by our local authority.

Some of these are obvious like not selling alcohol to people under 18 but others are specific to our environment for example, no fireworks due to the close vicinity of thatched roofs.

We ask you to click this button to acknowledge you understand our terms and conditions.

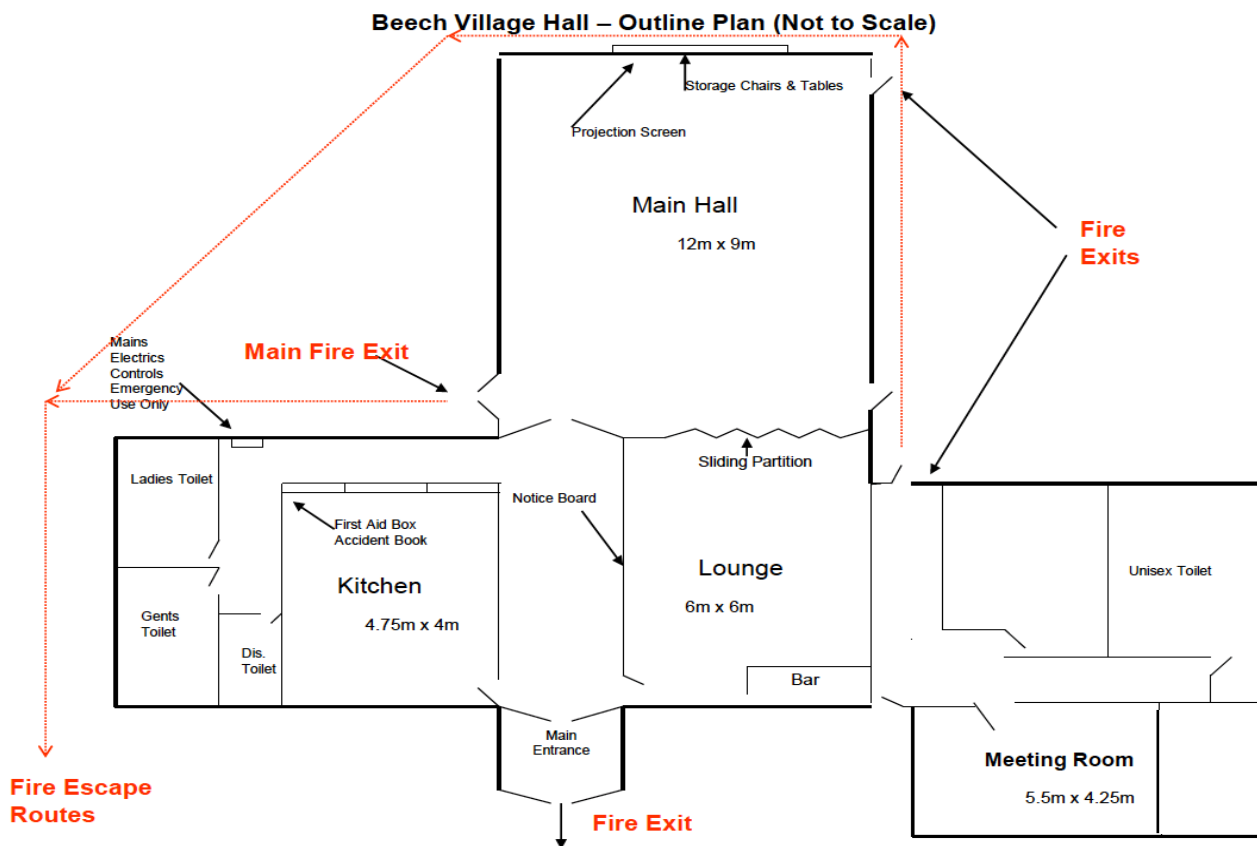
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Beech Village Hall

Beech Village Hall is a sought-after venue for the surrounding area. It is popular for wedding parties and other family celebrations, and plays host to a wide range of clubs, classes, recitals, talks and indoor fairs, as well as regular village social events. [Check Hall availability](#)

The Hall can seat up to 120 guests and the locally made oak entrance porch now features in many wedding photograph albums. Regular clubs and classes include Pilates, Body Moves, Yoga, Dance, Bridge, Baby Sensory and Art Classes. Social events include quiz nights, seasonal parties and a monthly Village Social with drinks and a home-cooked meal.

Floor plan



1. The Main entrance is wheelchair 'friendly'
2. The Annexe Meeting Room has no wheelchair access or kitchen facility
3. The toilet labelled as 'Dis.Toilet' has wheelchair access and baby changing facilities but the door opens outwards
4. The store rooms are not available for hire
5. WiFi with high-speed Internet access

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Facilities

Main Hall.

A large, flexible space 12m x 9m with optional portable stage, disco-quality music system, lights, projector and screen and Skittle Alley.

Please note:

1. The hire charge includes 10 tables and 60 chairs.



Lounge/Meeting room or Lounge Bar area.

This 6m x 6m space can be used as a dedicated meeting space or in conjunction with the Main Hall. The Lounge is separated from the Main Hall by acoustic folding doors and has a bar area with glasswasher and sink.

Please note:

1. The hire charge includes 2 tables and 10 chairs.
2. We do not have glasses available for hire.



Annexe Meeting Room.

A 4.75m x 4m room ideal for small meetings and classes, with a projector and electronic whiteboard. It is in a separate annexe with its own entrance and a unisex toilet

Please note:

1. The Annexe does not have wheelchair access.



Kitchen

The kitchen can be hired along with the Main Hall. It has a large serving hatch with a warming cupboard beneath to enable fast and easy service to the main corridor. The kitchen is of a 'commercial' standard with:

- A recently fitted double oven
- Large hob
- Two fridges
- Freezer
- Dishwasher
- Microwave
- Hot water heater for tea/coffee

In addition, we have up to 100 place settings of crockery and cutlery available for hire.



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Car park

The Village Hall has its own private and dedicated parking area with 37 parking spaces.



Village Green

The Village Green is a large, gently sloping quiet space surrounded by mature hedges and trees. Laid mainly to lawn with a recently installed children's play areas in one corner. A 6m x 12m **Marquee** is available for hire on request.



Location

Beech is just quarter of a mile from the main A339 Alton to Basingstoke road from where it is clearly sign-posted, so it is very easy to find. The Village Hall is situated on the well-kept village green with children's play area at the junction of Medstead Road and Wellhouse Road, postcode GU34 4AQ.



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Frequently Asked Questions

What if we need more parking space, can we park on the street?	The road outside the Village Hall grounds is not suitable for parking. We normally find that the space we have is sufficient especially as guests can double park within the grounds. In addition, subject to agreement and appropriate weather we can open up the village green for additional parking.
Can we leave our cars overnight?	Yes, if you have booked for the following morning we are happy for you to leave cars overnight.
Can we decorate the hall?	Yes, we ask you to only fix decorations to the wood frames and not the painted walls. You can use Blu Tack, Sellotape or pins with the wood.
Is there anywhere local we can stay?	The nearest hotels are in Alton which is just over 2 miles away. Alternatively, there are several B&B's and AirBnB properties within a 10-minute driving distance.
Can I put up my own Gazebo on the Village Green?	Yes, if you have booked the Main Hall. Just let us know.
Can I use my own BBQ on the Village Green?	Yes, if you have booked the Main Hall. There is an ideal space just outside the main entrance for a BBQ. Just let us know.
Where can I put up a Bouncy Castle?	The Main Hall has a high ceiling with wooden beams. The best space is close to the 'sliding partition'.
Who is responsible for insurance for a Bouncy Castle?	You will need to check with the supplier of the Bouncy Castle. We do not cover this.
We understand we have to tidy up, who provides the tools and materials?	We provide the tools (brooms and brushes) and cleaning materials!
Can we smoke?	Smoking is not permitted within the building. We do have an outdoor smoking area.
How do we get in, will you provide keys?	Access is provided by key which is in a number controlled key safe next to the front door. We will provide the number in advance of your event and we normally like to meet and greet new users!