



# WEDDING RECEPTION GUIDE

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## 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 wedding reception. This guide will step you through how to make a booking and tailor our facilities to make your event a great success!



## Wedding Reception Booking Guide

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## Wedding Reception Booking Guide

### How to book?

We want to make your wedding reception a great success!

We have a long experience of hosting couples and our village hall is a great venue for wedding receptions.

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. To make a booking or check availability, go to our [calendar](https://v2.hallmaster.co.uk/Scheduler/View/9783) (<https://v2.hallmaster.co.uk/Scheduler/View/9783>) and click on the + symbol on the date and room you wish to book
  - o If you are making a booking request for the first time, you will be asked to enter your contact details and a password
  - o For more details on how to use our online tool to make a specific booking request please see the section '[More details on how to book](#)'
2. For more information on our wedding reception options, please see the next section.
3. For more information on the hall, including a video tour, our terms and conditions and our hire charges please visit our website:
  - o [www.beechvillage.org.uk/booking-the-hall/](http://www.beechvillage.org.uk/booking-the-hall/)
4. If you need more help or want to arrange a tour
  - o Email us at: [bookings@beechvillage.org.uk](mailto:bookings@beechvillage.org.uk), or phone us on: 07501 187496

*'Beech Village Hall was the perfect location for our wedding hand tying ceremony. It gave us the option of indoors or outdoors which was needed due to temperamental weather on the day. We used the indoors for our ceremony with tea and cake. Outside we were able then to take some stunning pictures when the weather cleared on the lawn. Parking big enough and close by for all guests. Fabulous location as feels hidden away and private.'* Juan and Kelly Piastri

## Wedding Reception Booking Guide

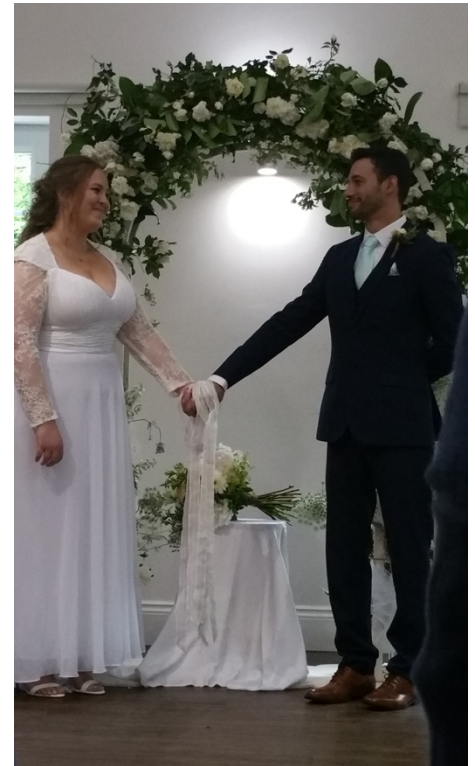
### Wedding Reception options

Our Hall is a beautiful venue for your special day. The picturesque oak framed entrance is a regular feature in wedding albums. We provide a dedicated and flexible space for you to celebrate with up to 120 seated guests and dance with over 200.

We have crafted our wedding reception options to help make sure your big day is everything you are dreaming of.

Our approach is to give you choice and flexibility in how you use our space and facilities. As a village charity, we do not have dedicated staff on-site. This helps to keep your costs down, whilst you get dedicated use of a beautiful and modern space set in the countryside with its own car park and village green.

We offer a *Package* or a *Tailored* approach to your booking. You can select which you prefer by selecting the Activity on the booking form.



### Package

Our Wedding Reception *Package* includes:

Hire of the Main Hall and Lounge/Bar	Set up on Friday evening, 1800 – 2300, 5 hours Wedding Reception on Saturday, 0900 – 2359, 15 hours Tidy up on Sunday, 0900 – 1200, 3 hours
Catering facilities	<ul style="list-style-type: none"> <li>• Use of all kitchen facilities. Includes cooker, microwave, dishwasher, heated cupboard, hot water dispenser, fridge / freezer</li> <li>• Up to 100 settings of dinner and dessert plates, cups, saucers, side plates and cutlery.</li> </ul>
Tables and chairs	<ul style="list-style-type: none"> <li>• 15 tables</li> <li>• 100 chairs</li> </ul>
	Optionally: <ul style="list-style-type: none"> <li>○ Table and Chair dressing (cloth covers and sashes) for 100 chairs and 15 tables</li> </ul>
Sound & lighting	<ul style="list-style-type: none"> <li>• FULL dance pack: Full music volume with FBT Promax speakers, Boombox laser lights and haze (mist)! The party 'club' experience and it could save you the outlay of hiring a DJ and or/their equipment.</li> <li>• PA system: Use of radio microphone - for announcements / speeches</li> </ul>

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### Tailored

Alternatively, you can *Tailor* your own selection of facilities:

Hire of the Main Hall and Lounge/Bar	<p>Wedding Reception on Saturday, 0900 – 2359, 15 hours, Fixed price</p> <p>Your selection of the number of hours for:</p> <ul style="list-style-type: none"> <li>○ Set up</li> <li>○ Tidy up</li> </ul>
Catering facilities	<p>Your selection of catering facilities:</p> <ul style="list-style-type: none"> <li>○ Use of all kitchen facilities. Includes cooker, microwave, dishwasher, heated cupboard, hot water dispenser, fridge / freezer</li> <li>○ Up to 100 settings of dinner and dessert plates, cups, saucers, side plates and cutlery.</li> </ul>
Tables and chairs	<p>Your selection of the number of attendees:</p> <ul style="list-style-type: none"> <li>○ Attendee charge (up to 80 seated attendees) - charge includes up to 12 tables (6' x 2'3") and up to 80 chairs (internal use only)</li> <li>○ Attendee charge (up to 100 seated attendees) - charge includes up to 15 tables (6' x 2'3") and up to 100 chairs (internal use only)</li> </ul>
Sound & lighting	<p>Your selection of sound, lighting and PA system:</p> <ul style="list-style-type: none"> <li>○ 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. Please let us know your interface requirement in advance.</li> <li>○ FULL dance pack: Full music volume with FBT Promax speakers, Boombox laser lights and haze (mist)! The party 'club' experience and it could save you the outlay of hiring a DJ and or/their equipment.</li> <li>○ 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 specify the type of interface required (VGA or HDMI) in advance.</li> <li>○ PA system: Use of radio microphone - for announcements / speeches</li> </ul>

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Some extra thoughts:

### Alcohol / Drinks:

Our lounge/bar area is the ideal space to prepare and serve drinks to your guests and is included with our **Package** or **Tailored** offerings. The bar area includes a sink and a glass washer.

There are local companies that will provide a 'bar service' using this facility, or you can run your own bar.

We do not have glasses available for hire but these should be available from a 'bar services' supplier.



Under the terms of our licence we need to understand if and how alcohol will be served. If you intend to sell alcohol a license will be required:

- *If Alcohol will be sold by the hirer or their representative a Personal Licence Holder or a Temporary Event Notice (TEN) will be required. A TEN can be obtained from EHDC (Licensing Dept). A copy of this must be provided to us in advance of the event. Please note the sale of alcohol must cease by 2300 hours, no alcohol is to be consumed outside of the premises after 2230 hours and no alcohol may be served to or consumed by persons under 18 years of age during the event.*
- Let us know if you need help finding a local 'bar services' provider.

### Table seating & decoration:

We have our own tables, chairs, cutlery and crockery for hire for up to 100 people.

- The hall can seat up to 120 but this would require you to hire additional chairs, cutlery and crockery from another supplier.
- Our tables are rectangular and seat up to 8. Some couples prefer round tables which are available from our local suppliers.
- Our tables and chairs are normally 'undressed'

We have a **Table & chair dressing** option for our **Package** and **Tailored** offerings. The option includes:

1. An LED sparkling lit backdrop covering floor to ceiling to give a 'wow' factor behind your top table.
2. 100 Freshly laundered linen chair covers with a choice of over 70 colours of sash in organza, hessian, chiffon and taffeta materials.
3. 15 Table clothes with coloured runners
4. Delivery/set up and take down



### Catering

Our catering quality kitchen is included in our **Package** hire charge and is an option on the **Tailored** offering. You will need to select a caterer. We are very happy to work with your choice of caterers and suppliers.

**Subject to our terms and conditions:** <https://www.beechvillage.org.uk/booking-the-hall/>  
Registered Charity 301738 / VAT registration number: 937 6019 08 / Ver 2.0 21-Jun-21

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- Let us know if you need help finding a local caterer or other suppliers.

### Marquee

We have a simple 6m x 12m Marquee available for hire on the Village Green. It can be used to host your guests when they arrive for a drink's reception.



### Use of the Village Green

Our Wedding Reception bookings include use of the Village Green (weather permitting, it will be mowed prior to the event during the Spring - Summer period), here is an example of a Summer Wedding reception:



### Other local wedding suppliers

Finding the right suppliers to support your special day takes time and energy. We try to share the experience of our clients by keeping a list of local suppliers they have successfully used at our hall and/or suppliers we have worked with.

Here is the link to our [Wedding & Party local suppliers](http://www.beechvillage.org.uk/wedding-and-party-suppliers/) [www.beechvillage.org.uk/wedding-and-party-suppliers/](http://www.beechvillage.org.uk/wedding-and-party-suppliers/) on our website.

We know this is not an exhaustive list and we are very happy to work with whoever you select but hopefully it is a starting point for you to find the following types of suppliers:

- Caterers
- Wedding cakes
- Bar services
- Room decoration and equipment hire
- Florists & Flower walls
- Photography services & photo booths
- Marquee hire

## Wedding Reception Booking Guide

### 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.

#### How to select Package or Tailored on the booking form:

##### Package:

Select these activities:

- For the reception day: ***Wedding Reception (Package) – Fixed price***
- For the tidy up and set up time: ***Wedding Reception (Package), set up and tidy up time included***

##### Tailored:

Select these activities

- For the reception day: ***Wedding reception ((Tailored) – Fixed price plus extras***
- For the tidy up and set up time: ***Set up and tidy up time for Wedding reception (Tailored), charged extra by the hour***



## Wedding Reception Booking Guide

### 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					
+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).





## Wedding Reception Booking Guide

### 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><b>Rooms</b> Which rooms you wish to hire. You can select multiple rooms.</p>	<ul style="list-style-type: none"> <li>○ Main Hall</li> <li>○ Lounge</li> <li>○ Meeting room</li> </ul>
<p><b>Event name</b> The name of your event</p>	<p>Your choice of name. If you select 'Public' in the <b>Privacy</b> field (see below) this will be the name displayed in our calendar.</p>
<p><b>Start Date/Time</b> 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"> <li>○ The minimum time slot is 3 hours.</li> <li>○ For set up and tidy up on different days we ask that you make separate bookings.</li> </ul>
<p><b>End Date/Time</b> 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"> <li>○ Please note that from 23:00 hours all doors and windows must be kept closed and music must cease.</li> <li>○ Guests must leave by 2330 hours</li> </ul> <p>Please allow time for tidying up</p> <ul style="list-style-type: none"> <li>○ Those involved in tidying up must leave by the end time</li> <li>○ 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</li> </ul> <p>Alternatively, please consider booking the morning of the following day to tidy up.</p>
<p><b>Activity</b> 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.</p>	<p>For example:</p> <ul style="list-style-type: none"> <li>○ Wedding Reception package</li> <li>○ Wedding Reception tailored</li> <li>○ Wedding Reception set up / tidy up</li> </ul>

### **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
2. And then you select the line item eg Use of all kitchen facilities
3. Please note the price shown EXCLUDES VAT

These are the groups of optional extras:

- Administrative charges & discounts
- Sound and lighting for hall
- Catering facilities
- Skittle alley
- Wedding reception extras (if you are not using our package)
- Marquee hire
- Tables and chairs

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<p>4. Then you can select the quantity if appropriate          5. And then you must press the <b>ADD</b> button</p>	<p>Deposits (please select the appropriate deposit for the event type)</p> <ul style="list-style-type: none"> <li>○ Alcohol</li> </ul>
	<p>If you are planning to serve alcohol we need to understand how the licensing requirements will be covered.</p>
<p><b>Description</b>          A more detailed description of the event if you plan to make it public</p>	<p>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.</p>
<p><b>Privacy</b>          This defines whether your event name, event description, email address and phone number will be displayed in our online calendar.</p>	<ul style="list-style-type: none"> <li>○ Private</li> <li>○ Public</li> <li>○ Public (contact details hidden)</li> </ul> <p>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.</p>
<p><b>Number of People Attending</b>          How many guests you expect</p>	<p>Please let us know the approximate number of guests you expect.</p>
<p><b>Special Requirements</b>          Any special requirements you have</p>	<p>This is where you can let us know if you have specific requirements.</p>
<p><b>Hall Terms and Conditions</b>          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.</p>	<p>We ask you to click this button to acknowledge you understand our terms and conditions.</p>

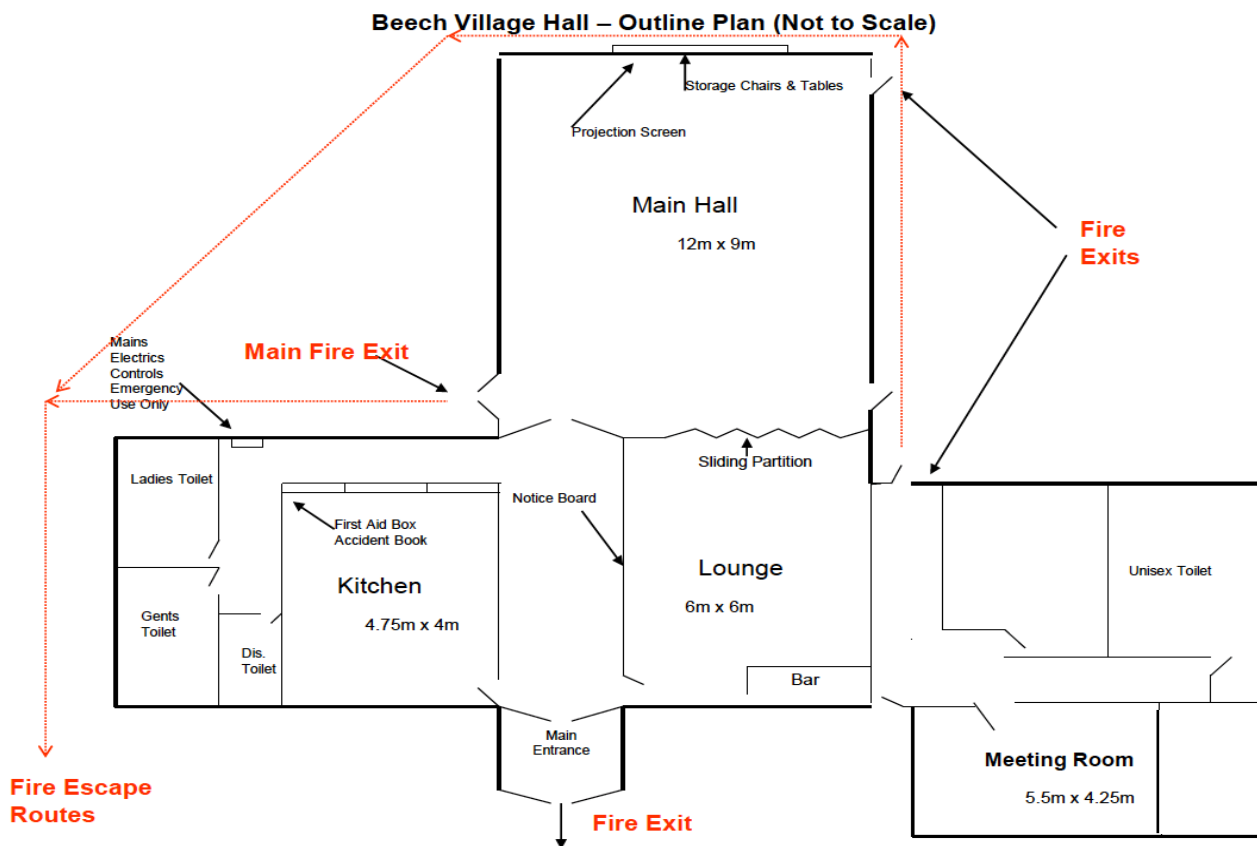
## Wedding Reception Booking Guide

### 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

## Wedding Reception Booking Guide

### 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.





## Wedding Reception Booking Guide

### 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!