

# Beech Village Hall & Recreation Ground

Registered Charity 301738  
VAT Registration Number: 937 6019 08



04/12/17

## **AGES 16 to 21 PARTY BOOKING FORM - (2018)**

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

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

**POST CODE:** \_\_\_\_\_

**CONTACT:-** Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

**DATE OF BOOKING:** (Day >) \_\_\_\_\_ (Date >) \_\_\_\_\_ (Month >) \_\_\_\_\_ **2018**

**PURPOSE OF BOOKING: Private:** **PARTY FOR AGE GROUP 16 to 21 years**

(Maximum attendance numbers = 100)

<b>2018 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 3) Required: (C) – (B) (Minimum 3 in total)</b>	<b>£ Cost (D) x (A)</b>
<b>MAIN HALL and LOUNGE</b> (Notes 1 TO 5)					
<b>CHOICE RANGE</b> (i) - Friday 16:00 to 23:59 or (ii) - Saturday 13:00 to 23:59 (to include set-up and set- down time)	<b>£30</b>	_____	_____	_____	<b>(E)</b> <b>£ _____</b>
Compulsory set-down charge for 2 hours the following morning (10:00 to 12:00) – if available. Bookings Manager will advise.	<b>£15</b>	← to be deleted if not available		to be deleted if not available →	<b>(F)</b> <b>£ 30.00</b>
					<b>Sub-total (E) + (F)</b> <b>(G) £</b>
					<b>Beech Resident's Discount = (G) x 25%</b> <b>(H) £</b>
					<b>Room Hire (G) – (H) = (Carry Forward)</b> <b>(I) £ _____</b>

Please return completed forms to the Bookings Manager  
Peter Cox, 5 Kings Hill, Beech, HAMPSHIRE GU34 4AW  
Tel: 01420 563421 (Office Hours Only)  
Revised - 1 December 2017

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<b>ADDITIONAL ITEMS MAY BE HIRED AS FOLLOWS:</b>	<b>(I)</b> (Brought Forward)	£ _____ —
<b>TABLES</b> (6' x 2'3" & internal use only) - 10 included in hire – <b>£6 extra per table</b> (maximum 5 extra)	Extra number? =	£
<b>CHAIRS</b> (Internal use only) - 60 included in hire – <b>60p extra per chair</b> (maximum 40 extra)	Extra number? =	£
<b>KITCHEN:</b>		
Use of <b>all</b> kitchen facilities: Includes cooker, microwaves, heated cupboard, dishwasher, hot water dispenser, fridge, kettle and up to 60 cups, saucers, side plates and cutlery. (see below for Additional crockery hire).	<b>* Delete as applicable</b>	
Use of cooker, microwaves and hot cupboard only - (nil crockery/cutlery)	<b>£35</b>	£
Hot water dispenser with up to 60 cups, saucers, side plates and cutlery. <b>Additional crockery hire: *cups / *saucers / *side plates required - £5 per 20</b>	<b>£25</b> <b>£20</b> *20 / 40	£ £
Tea/coffee pots (max 8) / cream jugs (max 5) / sugar bowls (max 5) - Number required? Tea/coffee pots _____ Cream jugs _____ Sugar bowls _____	<b>£10</b>	£
Dinner and dessert plates plus cutlery – <b>£6 per 20 settings</b>	Number? _____	£
<b>MEDIA HIRE:</b>		
Drop-down electric screen -	<b>£15</b>	£
Built-in ceiling projector, screen & speakers (e.g. Powerpoint via laptop) -	<b>£30</b>	£
Use of iPod/laptop facility for playing background music through speakers (Note 4)	<b>£25</b>	£
Use of microphone with speakers -	<b>£20</b>	£
<b>EXTERNAL USE ONLY:</b>		
Marquee (12m x 7m) – Erected on Village Green –	<b>£600</b>	£
Marquee internal lights -	<b>£30</b>	£
Trestle tables (maximum 8) - <b>£6 per table</b>	Number? _____	£
Plastic chairs (maximum 100 and for external use only) – <b>50p per chair</b>	Number? _____	£

<b>PLEASE NOTE:</b> (i) A <b>£250 banked deposit</b> is required to <b>reserve</b> the booking. This will serve as the Security Deposit to cover any loss or damages (see Notes 4 and 5). (ii) Following receipt of the Booking Forms, an invoice will be issued confirming the Hirer's requirements and hire charge. (iii) The subsequent <b>payment of the invoice</b> by the Hirer <b>will confirm the booking</b> . (iv) <b>Please see Note 1 on Page 3 re the serving of alcohol at the event.</b>	<b>TOTAL HIRE CHARGE</b> (excluding Security Deposit)	<b>(J)</b> £ _____
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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 hirer, or their representative, from East Hants District Council and a copy of the Approval Notice forwarded to the Bookings Manager before the event.

**Note 2:** Hiring the **Lounge** includes use of the Bar area, but NOT to the use of bar fridges or glasses.

**Note 3:** 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 4:** The playing of **music** (recorded or live) and the **sale of alcohol MUST** cease no later than **23:00 hours**. **No alcohol is to be consumed outside of the Premises after 23:00 hours (THESE ARE LEGAL REQUIREMENTS)**. Breaking any of these conditions could result in the Security Deposit being forfeited in part or in full.

**Note 5:** All **rubbish** is to be taken **off site** (not in wheelie bins). All **floors** where necessary to be mopped clean of any liquid spillage and swept clean. **Kitchen and Bar** areas to be clean and tidy. **Toilets** checked for cleanliness and tidyness before final vacaton. A charge may be levied if these requirements are not met.

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. No **Smoke Machines** or lit **CANDLES** to be used.

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

Cheques are payable to **Beech Village Hall** and should be forwarded to the **Bookings Manager** or may be made by bank transfer to account: **Beech Village Hall / CAF Bank Limited / 40-52-40 / 00010609**

**Please Note: the Hirer is responsible during the hire for ensuring that there is no unsocial behaviour, both inside and outside of the Village Hall grounds. It is deemed advisable that adult supervision of the attendees is no less than a 1:20 ratio.**

### **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**

- 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 accept 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:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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