

Beech Village Hall & Recreation Ground

Registered Charity 301738
VAT Registration Number: 937 6019 08



10/12/18

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AGES 16 to 21 PARTY BOOKING FORM - 2019

HIRER: _____

ADDRESS: _____

POST CODE: _____

CONTACT:- Telephone: _____ Mobile: _____

Email: _____

DATE OF BOOKING: Day > _____ Date > _____ Month > _____ **2019**

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

(Maximum attendance numbers = 100)

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

Please return completed forms to the Bookings Manager
Peter Cox, 5b Fairlight Gardens, HAMPSHIRE GU34 5HT
Tel: 01420 563421 (Office Hours Only)
Revised - 30 November 2018

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ADDITIONAL ITEMS MAY BE HIRED AS FOLLOWS:	(I) (Brought Forward)	£ _____
TABLES (6' x 2'3" & internal use only) - 10 included in hire – £6 extra per table (maximum 5 extra)	Extra number? =	£
CHAIRS (Internal use only) - 60 included in hire – 60p extra per chair (maximum 40 extra)	Extra number? =	£
KITCHEN:		
	* Delete as applicable	
Use of all kitchen facilities: Includes cooker, microwave, heated cupboard, dishwasher, hot water dispenser, fridge, kettle and up to 60 cups, saucers, side plates and cutlery. (see below for Additional crockery hire).	£35	£
Use of cooker, microwaves and hot cupboard only - (nil crockery/cutlery)	£25	£
Hot water dispenser with up to 60 cups, saucers, side plates and cutlery.	£20	£
Additional crockery hire: *cups / *saucers / *side plates required - £5 per 20	*20 / 40	£
Tea/coffee pots (max 8) / cream jugs (max 5) / sugar bowls (max 5) - Number required? Tea/coffee pots _____ Cream jugs _____ Sugar bowls _____	£10	£
Dinner and dessert plates plus cutlery – £6 per 20 settings	Number? _____	£
MEDIA HIRE:		
Party/Dance (hi-volume) music with FBT Promax speakers, Boombox Laser lights, & Haze (mist) – via Bluetooth, or 3.5mm jack input (Phone/Tablet/Computer) -	£150 £175 (inc. Haze)	£
Use of iPod/laptop facility for playing background music through speakers (Note 4)	£25	£
Built-in ceiling projector, screen & speakers (e.g. Powerpoint via laptop) -	£30	£
Drop-down electric screen only -	£15	£
Use of microphone with speakers -	£20	£
EXTERNAL USE ONLY:		
Marquee (12m x 7m) – Erected on Village Green –	£600	£
Marquee internal lights -	£30	£
Trestle tables (maximum 8) - £6 per table	Number? _____	£
Plastic chairs (maximum 100 and for external use only) – 50p per chair	Number? _____	£

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

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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.

NO ALCOHOL MAY BE SERVED TO OR CONSUMED BY PERSONS UNDER 18 YEARS OLD AT 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 tidiness before final vacation. 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.

No unauthorised flying of **DRONES** or lighting of **FIREWORKS** permitted on the Beech Village Hall Green.

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:** _____ / _____ / _____