

SINGLE EVENT BOOKING FORM - 2019

HIRER: _____

ADDRESS: _____ **Post Code:** _____

CONTACT:- Telephone: _____ Mobile: _____

Email: _____

DATE OF BOOKING: (Day >) _____ (Date >) _____ (Month >) _____

PURPOSE OF BOOKING: Private: _____

(e.g. adults' party, children's party, club meeting,
committee meeting, christening party, etc.)

or Commercial: _____

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 5) Required: (C) – (B) (Minimum 3 in total)	£ Cost (D) x (A) (Room Hire Rates (A) include VAT)
MAIN HALL ONLY (Note 1)					
0900-1800 (Monday-Friday) +	£17				£
1800-0000 (Monday-Thursday) +	£18				£
0900-1800 (Saturday / Sunday)	£19				£
1800-0000 (Friday-Sunday) +	£20				£
MAIN HALL and LOUNGE (Notes 2 & 3)					
0900-1800 (Monday-Friday) +	£21				£
1800-0000 (Monday-Thursday) +	£22				£
0900-1800 (Saturday / Sunday)	£23				£
1800-0000 (Friday-Sunday) +	£24				£
*LOUNGE (Note 3) or *MEETING ROOM (#)					
0900-1800 (Monday-Friday) +	£12				£
1800-0000 (Monday-Thursday) +	£13				£
0900-1800 (Saturday-Sunday)	£14				£
1800-0000 (Friday-Sunday) +	£15				£
+ Bank Holidays charged at Sunday rates				(E) Sub-total	(E)
FOR COMMERCIAL (Note 4) BOOKINGS ADD 15% TO (E)				Commercial Charge (E) x 15%	(F) £
BEECH RESIDENT'S DISCOUNT 25% OFF (E)				Beech Residents Discount (E) x 25%	(G) £
*Delete non-applicable room				Room Hire (E) + (F) – (G) = (Carried Forward)	(H) £

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ADDITIONAL ITEMS MAY BE HIRED AS FOLLOWS:	(H) (Brought Forward)	£
TABLES (6' x 2'3" & internal use only) - 10 included in Main Hall hire – 2 included in Lounge only hire - £6 extra per table (maximum 5 extra)	Extra number? =	£
CHAIRS (Internal use only) - 60 included in Main Hall hire – 10 included in Lounge only hire - 60p extra per chair (maximum 40 extra)	Extra number? =	£
KITCHEN:		
	* Delete as applicable	
Use of <u>all</u> 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 - £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 (max. 100)	Number? _____	£
MEDIA HIRE:		
Party/Dance (hi-volume) music with FBT Promax speakers, Boombbox 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 only background music through speakers -	£25	£
Built-in ceiling projector, screen & low volume sound (e.g. Powerpoint via laptop) -	£30	£
Drop-down electric projector screen only -	£15	£
Use of microphone with speakers (PA system) -	£20	£
Flipchart, stand and pens or lectern -	£10	£
EXTERNAL USE ONLY:		
Marquee (12m x 7m) – Erected on Village Green –	£600	£
Marquee internal lights -	£30	£
Trestle tables (maximum 5) -	£6 per table Number? _____	£
Plastic chairs (maximum 100 and for external use only) –	50p per chair Number? _____	£
HIRE OF SKITTLE ALLEY – Hirer assembles = £30 / BVH assembles = £50	*Yes / No	£
ALCOHOL SALES: If alcohol is to be sold at the event a Temporary Event Notice (TEN) must be obtained by the hirer, or their representative, from East Hants District Council (Licensing Dpt.) and a copy of the Approval Notice forwarded to the Bookings Manager prior to the event date..	Alcohol sales? *Yes / No	

PLEASE NOTE: (i) A £100 banked deposit is required to reserve the booking. This will serve as the Security Deposit to cover any loss or damages (see Note 6). (ii) Following receipt of the Booking Forms and Security Deposit an invoice will be issued confirming the Hirer's requirements and hire charge. (iii) Payment of the invoice by the Hirer will confirm and secure the booking.	TOTAL HIRE CHARGE (excluding Security Deposit)	(I) £
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GENERAL INFORMATION AND CONDITIONS:

Note 1: Hire of the **Main Hall only or Lounge only** does not give exclusivity to the use of Kitchen

Note 2: **IF ALCOHOL IS TO BE CONSUMED AT THE EVENT PLEASE CONFIRM, AT THE BOTTOM OF PAGE 2, WHETHER IT IS TO BE SOLD OR PROVIDED FREE OF CHARGE AND MAKE APPLICATION IF APPLICABLE. NO ALCOHOL MAY BE SERVED TO OR CONSUMED BY PERSONS UNDER 18 YEARS DURING THE EVENT.**

Note 3: Hiring the **Lounge** includes use of the Bar area, but NOT the use of bar fridges or glasses.

Note 4: **Commercial Booking** - is where the objective of the hiring is to make profit, thus producing personal income..

Note 5: 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 6: 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 (THESE ARE LEGAL REQUIREMENTS)**. Breaking any of these conditions could result in the Security 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. No **SMOKE MACHINES** or lit **CANDLES** to be used.

ALL RUBBISH is to be taken **OFF-SITE** (not in wheelie bins). All **floors** to be swept clean. **Kitchen and Bar** areas to be clean and tidy. **Toilets** checked for cleanliness before final vacation. Cleaning equipment can be found in the cupboards to the right of the Ladies Toilet entrance door. A charge may be levied if these requirements are not met.

No unauthorised flying of **DRONES** or lighting of **FIREWORKS** permitted on the Beech Village Hall Green.
(#) The **Annexe Meeting Room** has no wheelchair access.

Discounts are available for Advanced Bookings made totalling over 25 hours in a calendar year.

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

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 accept all conditions set above in pages 1 to 6;
- 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:** _____ / _____ / _____