

## **WEDDING RECEPTION BOOKING FORM - 2019**

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

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

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

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

**BOOKING:** From: Date > \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to Date > \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / **2019**

**PURPOSE OF BOOKING: WEDDING RECEPTION** Date of Wedding: \_\_\_\_ / \_\_\_\_ / **2019**

Venue & Time of Wedding: \_\_\_\_\_

**Anticipated Attendance:** \_\_\_\_\_ Adults \_\_\_\_\_ Children (12 and under)

### **MAIN HALL AND LOUNGE** (see Notes 1 & 2) **IS BOOKED AS FOLLOWS:**

#### **MANDATORY FOR WEDDING RECEPTION DAY:**

**09:00 to Midnight (15 hours) - MAIN HALL AND LOUNGE ROOM HIRE CHARGE = (A) £400.00**

**ADDITIONAL HOURS BOOKABLE** for set-up and set-down @ £26.00 per hour charge (see Note 4).

**(B) - Friday - 1600 to 2300 = 7 hours @ £26 ph = £182.00 or**

**(C) - Friday - 1900 to 2300 = 4 hours @ £26 ph = £104.00**

**(D) - Sunday - 0900 to 1200 = 3 hours @ £26 ph = £78.00**

#### **ATTENDANCE CHARGES AS FOLLOWS:**

**(E) - £80** (up to 80 seated attendees) – charge includes up to 10 tables (6' x 2'3") and up to 80 chairs (internal use only).

**(F) - £100** (up to 100 seated attendees) – charge includes up to 12 tables (6' x 2'3") and up to 100 chairs (internal use only).

**(G) - £120** (up to seated 120 attendees) – charge includes up to 15 tables (6' x 2'3") and up to 120 chairs (internal use only).

#### **KITCHEN FACILITIES** (if required):

<b>(H)</b> <b>Hire of electrical appliances = £30</b> <b>* YES or NO – *delete as applicable</b>	<b>(I)</b> <b>Hire of items below = £30</b> <b>* YES or NO – *delete as applicable</b>	<b>Insert numbers required</b>
Electric cooker	cups & saucers	
Microwave	side plates	
Hot cupboard	dinner plates	
Hot water dispenser for tea/coffee	dessert plates	
Dishwasher	sets of cutlery	
Fridge	tea/coffe pots (max 8)	
Kettle	NB: (Bar glasses not included in the hire)	

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### **ADDITIONAL ITEMS MAY BE HIRED AS FOLLOWS:**

<b>MEDIA HIRE: (see explanations on Page 4)</b>			
Party/Dance (hi-volume) music with FBT Promax speakers, Boombox Laser lights & Haze (mist) – via Bluetooth, or 3.5mm jack input (Phone/Tablet/Computer) -		<b>£100</b>	£
Use of iPod/laptop facility for playing background music through speakers -		<b>£25</b>	£
Built-in ceiling projector, screen & speakers (e.g. Powerpoint via laptop) -		<b>£30</b>	£
Drop-down electric screen only -		<b>£15</b>	£
Use of microphone with speakers -		<b>£20</b>	£
<b>EXTERNAL USE ONLY:</b>			
Marquee (12m x 6m) – Erected on Village Green -		<b>£600</b>	£
Marquee internal lights -		<b>£30</b>	£
Trestle tables (maximum 4) -		<b>£6 per table</b> Number? _____	£
Plastic chairs (maximum 100 and for external use only) –		<b>50p per chair</b> Number? _____	£
	<b>TOTAL OF ADDITIONAL ITEMS:</b>	<b>TOTAL OF ADDITIONAL ITEMS</b>	<b>£ (1)</b>
<b>MANDATORY BASIC HIRE CHARGE (A):</b> Beech Residents hiring a Wedding Reception – (see Note 3)		<b>(A)</b>	<b>(2)</b> <b>£400.00</b>
<b>ADDITIONAL HOURS</b> – if required: * Delete as applicable		<b>* (B) or (C) or (D)</b>	<b>(3)</b> <b>£</b>
<b>ATTENDANCE CHARGE – select one:</b> * Delete as applicable		<b>* (E) or (F) or (G)</b>	<b>(4)</b> <b>£</b>
<b>KITCHEN (H) and/or CROCKERY/CUTLERY (I) CHARGES</b> – if required: * Delete if applicable		<b>* (H) and, or (I)</b>	<b>(5)</b> <b>£</b>
<b>PLEASE NOTE:</b> (i) A <b>£200</b> (payable to Beech Village Hall) <b>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 Note 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 (1) to (5) (excluding Security Deposit)</b>	<b>(6)</b> <b>£ _____</b>

### **Additional information, questions or requests from the Hirer to the Bookings Manager:**

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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 DURING THE EVENT**

**Note 2:** The use of the the **Bar Area** does NOT include any glasses or coolers.

**Note 3: Beech Residents** hiring the Beech Village Hall Complex for a Wedding Reception for themselves or their children/grandchildren qualify for a 20% discount off the Total Hire Charge (6).

**Note 4: 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 5:** 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. 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.

Booking includes use of the **Village Green** (weather permitting, it will be mowed prior to the event during Spring/Summer period)

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** and forward to the **Bookings Manager**

- 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 accepted 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: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## **Sound and Lighting System (various packages available)**

*High quality sound, Laser lights, Atmospheric haze*

Play your music wirelessly, direct from your phone OR stream from your favourite music service with our free wi-fi.

### Background music: £25 per event

Perfect for dinner parties or events where background music is all that is needed.

### Children's party pack: £60 per event

Enjoy spectacular coloured, moving laser lights, for play and dance (moderate volume)

### The FULL dance pack: £100 per event

Full music volume, lights and haze!  
The party 'club' style experience...and saves you the outlay of hiring a DJ and their equipment.



In addition to the above, the following may also be hired:

#### PA system and Screen

- Drop-down screen: £30 per event  
Connection to in-house overhead projector (VGA or HDMI connection) – useful for playing videos, Powerpoint or other visual presentation material
- PA system: £20 per event  
Use of Radio microphone - for announcements, commentaries, or presentations