



CHILDREN'S PARTY BOOKING 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 children's party. This guide will step you through how to make a booking and tailor our facilities to make your event a great success!



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Children's Party

We regularly host Children's Parties. We have several features that help to ensure a successful event:

- Our large private car park is attached to the hall enabling safe transfer from car to hall
- We have our own village green with a children's play area so your guests can play in and outdoors!
- Our large main hall gives ample space for play and games. The high ceiling even accommodates bouncy castles
- We have an integrated sound and lighting system to easily enable and support dance and play activities
- Our commercial grade kitchen enables you to prepare great party food!



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 appropriate Activity on the booking form.

Package

Our Children's Party **Package** includes:

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| Hire of the Main Hall and Lounge/Bar | Up to 4 hours for: <ul style="list-style-type: none"> • Set up • Party • Tidy up |
| Catering facilities | <ul style="list-style-type: none"> • Use of all kitchen facilities. Includes cooker, microwave, dishwasher, heated cupboard, hot water dispenser, fridge / freezer |
| Tables and chairs | <ul style="list-style-type: none"> • 10 tables • 60 chairs |
| Sound & lighting | <ul style="list-style-type: none"> • Children's party pack: Enjoy spectacular coloured, moving laser lights, for play and dance at a moderate volume. Connection via Bluetooth or 3.5mm jack input to phone, tablet or computer. |

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Tailored

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

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| Hire of the: Main Hall or Main Hall & Lounge/Bar | Your selection of the number of hours (minimum of 3) for: <ul style="list-style-type: none"> ○ Set up ○ Party ○ Tidy up |
| Catering facilities | Your selection of catering facilities: <ul style="list-style-type: none"> ○ Use of all kitchen facilities. Includes cooker, microwave, heated cupboard, hot water dispenser, fridge, kettle and up to 60 cups, saucers, side plates and cutlery. ○ Dinner and dessert plates plus cutlery for 20 settings. Up to 5 increments to a maximum of 100 settings ○ Additional cups, saucers and side plates plus cutlery for 20 settings. Up to 2 increments to a maximum of 100 settings |
| Sound & lighting | Your selection of sound and lighting: <ul style="list-style-type: none"> ○ Children's party pack: Enjoy spectacular coloured, moving laser lights, for play and dance at a moderate volume. Connection via Bluetooth or 3.5mm jack input to phone, tablet or computer. Please specify interface requirement in advance. |

Catering & Entertainment:

We have our own tables, chairs, cutlery and crockery for hire but we are also happy to work with your choice of caterer.

- If you need help finding a local caterer or children's entertainer please see our list of local suppliers: www.beechvillage.org.uk/wedding-and-party-suppliers/ or give us a call!

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How to book?

We want to make your event a great success! We have a long experience of providing service to event organisers and hosts. Our village hall is a great venue for Children's parties. 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
2. For more information on our Children's party options, please see the next section. For more information on the hall including a video tour and our hire charges please see our web page: www.beechvillage.org.uk/hiring-information-centre/
3. If you need more help or want to arrange a tour
 - o Email us at: bookings@beechvillage.org.uk, or phone us on: 07501 187496

More details on how to book

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. Our booking system will send you a link to validate your email address
 - b. We suggest you drop us an email to tell us what type of event you are interested in for example 'Children's Party package' so that we can tailor your user profile
3. Complete the online booking form
4. Press the **Save** button at the end of the form. Your booking request will be forwarded to us and 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. On receipt of a minimum payment of £100 (or the full hire charge if less than £100) 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

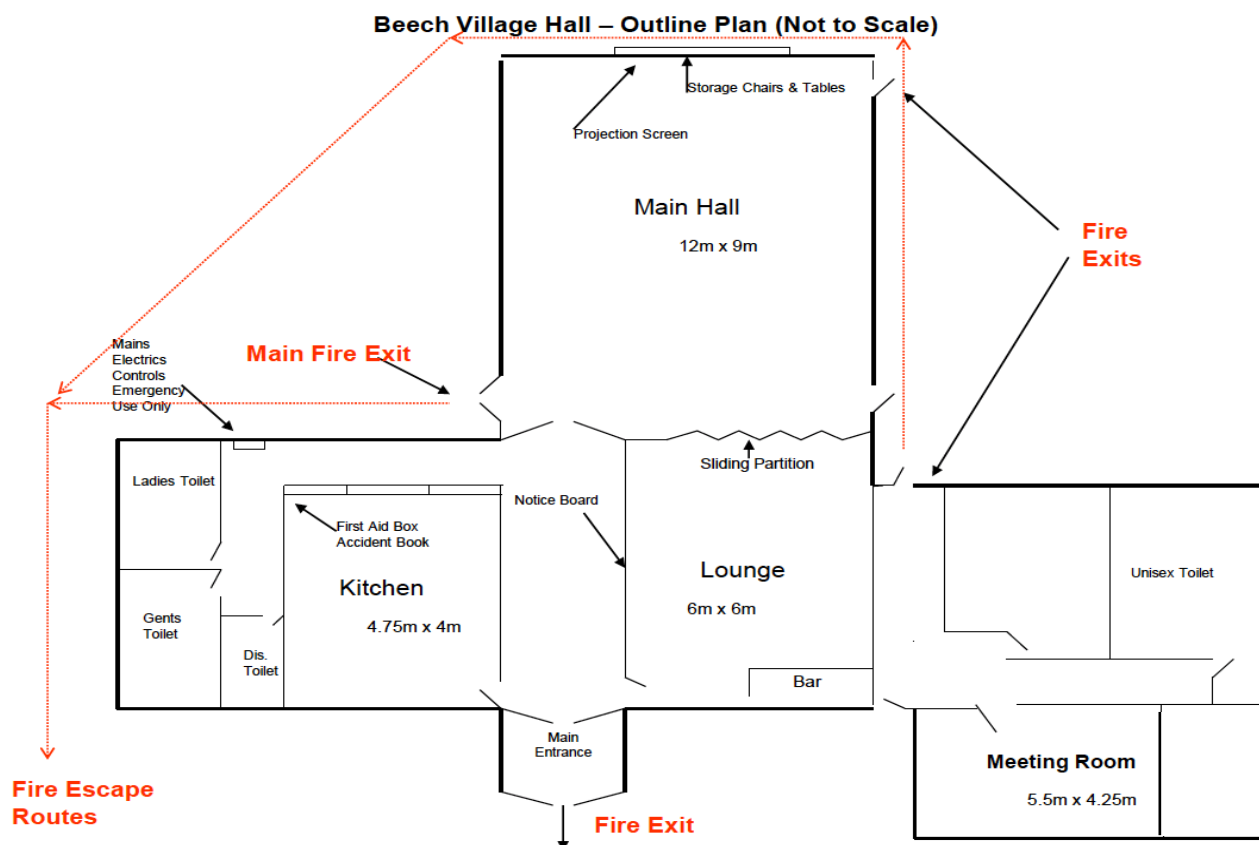
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Beech Village Hall

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

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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 conjunctions 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.



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Frequently Asked Questions

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| 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 b Height is not normally an issue (at the partition end of the hall). The Height of the cross beam from floor is 9'3". The gap from the partition wall to the cross beam is approx. 4 metres (13'). |
| 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! |