



CELEBRATIONS & COMMEMORATIONS 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 variety of events including; wedding receptions, meetings, parties, classes and fairs. 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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Private Gathering or Event

The Main Hall and Lounge are an ideal venue for a private party or large dinner party to share and recognise significant life events:

- Birthday
- Wedding Anniversary
- Celebration
- Retirement
- Commemoration

The space can be used in a variety of ways from formal dinner seating to open plan or even as a disco or Skittle Alley.



Please see the following pages for details of our Packages and options.

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 private parties, celebrations and commemorations.

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. For more information on the village hall: <https://www.beechvillage.org.uk/village-hall/>
2. To check for availability please follow this link, (the + symbol indicates availability on that date): <https://v2.hallmaster.co.uk/Scheduler/View/9783>
3. To arrange a tour please email us at: bookings@beechvillage.org.uk
4. To make a booking go to our [calendar](#) and click on the + symbol on the date and room you wish to book
5. If you need more help:
 - Email us at: bookings@beechvillage.org.uk, or phone us on: 07501 187496

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Evening Party package



Hire of the Main Hall and Lounge/Bar	Friday or Saturday evening, 1800 – 2300, 5 hours Please note that <ul style="list-style-type: none"> • Music, recorded or live, must cease and any bar close by 22:30 • The premises including the car park, must be vacated by 23:00 hours.
Tidy up on Sunday, 0900 – 1100, 2 hours	
Catering facilities	Use of all kitchen facilities. Includes cooker, microwave, heated cupboard, hot water dispenser, dishwasher & fridge / freezer Up to 100 settings of dinner and dessert plates, cups, saucers, side plates and cutlery.
Sound & lighting	Evening dance package: Our in house music system with laser lights and haze (mist) provides the party 'club' experience and it could save you the outlay of hiring a DJ and or/their equipment.
Tables and chairs	15 tables 100 chairs

Please note:

1. Hire charge excludes table and room decorations
2. A Security Deposit may be required to reserve the booking and will act as a security deposit to cover any losses or damages. The deposit will normally be returned within 10 working days after the event.

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Options

Alternatively, you can use our online booking system to configure the hours and facilities you require:

Hire of the Main Hall and Lounge/Bar	<p>Your selection of the number of hours for:</p> <ul style="list-style-type: none"> ○ Set up ○ Party / Gathering ○ Tidy up
Catering facilities	<p>Your selection of catering facilities:</p> <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	<p>Your selection of sound and lighting:</p> <ul style="list-style-type: none"> ○ Background music system: Perfect for dinner parties or events where background music is all that is needed. Connection via Bluetooth or 3.5mm jack input to phone, tablet or computer. Please specify interface requirement in advance. ○ Evening dance package: Our in house music system with laser lights and haze (mist) provides the party 'club' experience and it could save you the outlay of hiring a DJ and or/their equipment. <p>Plus, the option of a Public Address system:</p> <ul style="list-style-type: none"> ○ PA system and screen: Connection to in-house overhead projector (VGA or HDMI connection) - useful for playing videos, PowerPoint or other visual presentation material. Please specify interface requirement (VGA or HDMI) in advance ○ PA system: Use of radio microphone - for announcements, commentaries or presentations.

Alcohol:

We need to understand if and how alcohol will be served. If you intend to sell alcohol a license will be required:

- *If Alcohol will be sold by the hirer or their representative a Personal Licence Holder or a Temporary Event Notice (TEN) will be required. A TEN can be obtained from EHDC (Licensing Dept). A copy of this must be provided to us in advance of the event. Please note the sale of alcohol must cease by 2300 hours, no alcohol is to be consumed outside of the premises after 2230 hours and no alcohol may be served to or consumed by persons under 18 years of age during the event.*
- Let us know if you need help finding a local 'bar services' provider.

Catering:

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



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- Let us know if you need help finding a local caterer.

Young adult (16 – 21) party

Requests for young adult party are subject to approval. We would need to understand how the party would be effectively supervised to ensure there is no unsocial behaviour, both inside and outside of the Village Hall grounds.

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More details on how to book

Overview of the process

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
 - b. Our booking system will send you a link to validate your email address
 - c. We suggest you drop us an email to tell us what type of event you are interested in for example 'Wedding Reception' so that we can tailor your user profile
3. Complete the online booking form (see [Booking Form](#) section for more details)
4. Press the **Save** button at the end of the form.
 - a. Your booking request will be forwarded to us
 - b. 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. We will then send you an invoice for the security deposit to confirm your reservation and to act as a security deposit to cover any losses or damages.
7. On receipt of the security deposit 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
8. On receipt of the full payment for the hiring invoice we will send you details on how to access the hall
9. Within 10 days after your event we will return your security deposit less any deductions for losses or damages.

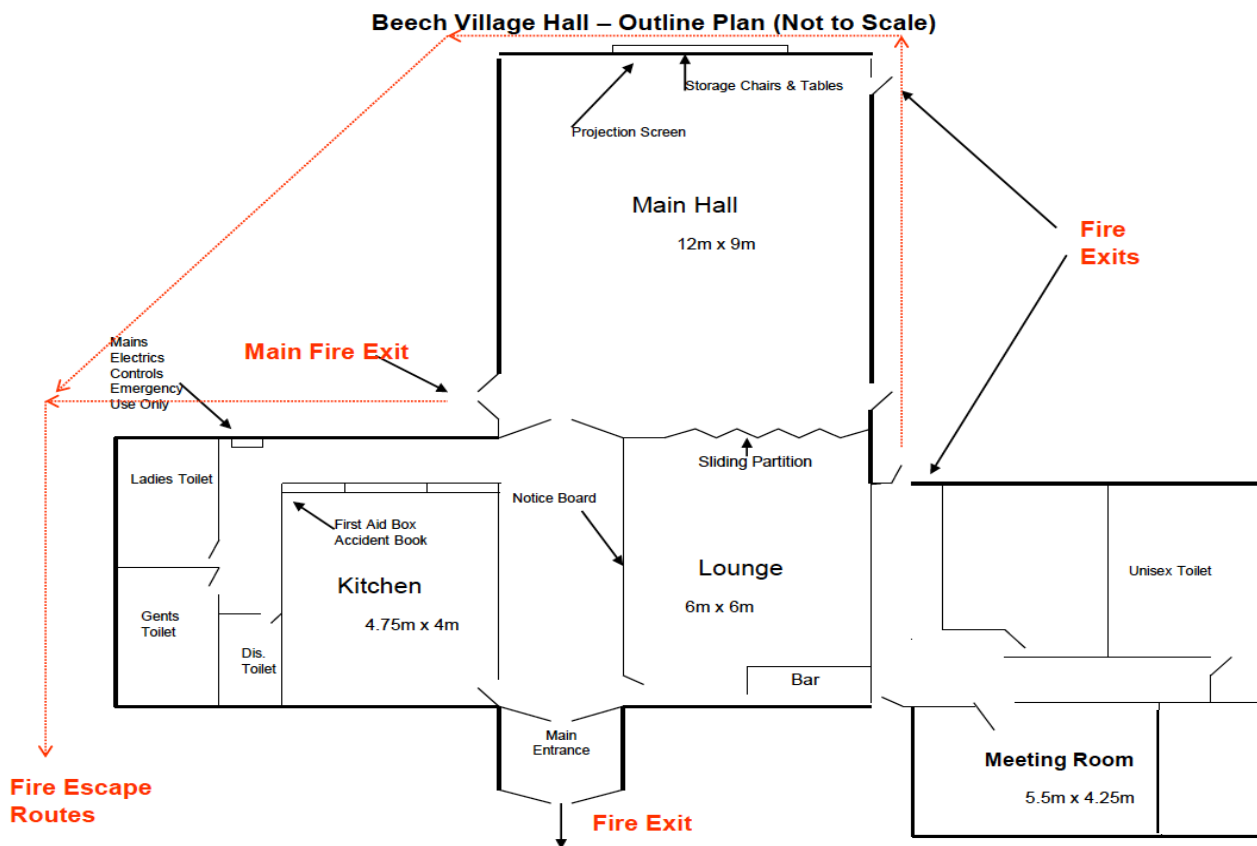
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Beech Village Hall

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.

