



WEDDING RECEPTION 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 wedding reception. This guide will step you through how to make a booking and tailor our facilities to make your event a great success!



Wedding Reception Booking Guide

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Wedding Reception Booking Guide

Beech Village Hall

We want to make your wedding reception a great success!

We have a long experience of hosting couples and our village hall is a great venue for wedding receptions.

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.



'Beech Village Hall was the perfect location for our wedding hand tying ceremony. It gave us the option of indoors or outdoors which was needed due to temperamental weather on the day. We used the indoors for our ceremony with tea and cake. Outside we were able then to take some stunning pictures when the weather cleared on the lawn. Parking big enough and close by for all guests. Fabulous location as feels hidden away and private.' Juan and Kelly Piastri

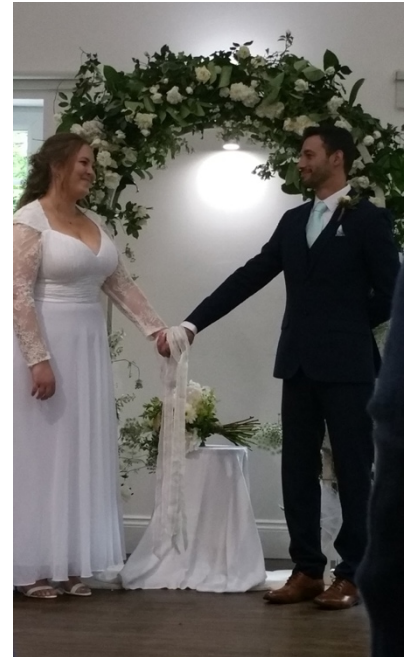
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Wedding Reception package

Our Hall is a beautiful venue for your special day. The picturesque oak framed entrance is a regular feature in wedding albums. We provide a dedicated and flexible space for you to celebrate with up to 100 guests in a tranquil environment.

We have crafted our wedding reception package to help make sure your big day is everything you are dreaming of.

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.



Our Wedding Reception *Package* includes:

Hire of the Main Hall and Lounge/Bar	<p>Set up on Friday evening, 18:00 – 23:00, 5 hours</p> <hr/> <p>Wedding Reception on Saturday, 0900 – 2300, 14 hours</p> <p>Please note that</p> <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.. <hr/> <p>Tidy up on Sunday, 09:00 – 12:00, 3 hours</p>
Catering facilities	<ul style="list-style-type: none"> • Use of all kitchen facilities. Includes cooker, microwave, dishwasher, heated cupboard, hot water dispenser, fridge / freezer • Up to 100 settings of dinner and dessert plates, cups, saucers, side plates and cutlery.
Tables and chairs	<ul style="list-style-type: none"> • 15 tables • 100 chairs
Sound & lighting	<ul style="list-style-type: none"> • 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. • PA system: Use of radio microphone - for announcements / speeches • Please note: Music volume is limited to a moderate volume and the Main hall has a Sound Pollution Control Unit which may cut off power if an 85dB sound level is exceeded.
Use of our village green and car park	<p>Please note</p> <p>The village green is a shared space</p> <p>Music is not permitted outside of the main hall.</p>



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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
 - If you are making a booking request for the first time, you will be asked to enter your contact details and a password
 - For more details on how to use our online tool to make a specific booking request please see the section '[More details on how to book](#)'
2. For more information on our wedding reception options, please see the next section.
3. For more information on the hall, including a video tour, our terms and conditions and our hire charges please visit our website:
 - www.beechvillage.org.uk/booking-the-hall/
4. If you need more help or want to arrange a tour
 - Email us at: bookings@beechvillage.org.uk, or phone us on: 07501 187496

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Some extra thoughts:

Alcohol / Drinks:

Our lounge/bar area is the ideal space to prepare and serve drinks to your guests and is included with our **Package** or **Tailored** offerings. The bar area includes a sink and a glass washer.

There are local companies that will provide a 'bar service' using this facility, or you can run your own bar.

We do not have glasses available for hire but these should be available from a 'bar services' supplier.



Under the terms of our licence 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 22:30 hours, no alcohol is to be consumed outside of the premises after 22:30 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.

Table seating & decoration:

We have our own tables, chairs, cutlery and crockery for up to 100 people.

- The hall can seat up to 120 but this would require you to hire additional chairs, cutlery and crockery from another supplier.
- Our tables are rectangular and seat up to 8. Some couples prefer round tables which are available from our local suppliers.
- Our tables and chairs are normally 'undressed'



Table & chair dressing options are available at extra cost from other suppliers. Please see our website.

Catering

Our catering quality kitchen is included in our **Package** hire charge. You will need to select a caterer. We are very happy to work with your choice of caterers and suppliers.

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



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Use of the Village Green

Our Wedding Reception bookings includes shared use of the Village Green (weather permitting, it will be mowed prior to the event during the Spring - Summer period), here is an example of a Summer Wedding reception:



Other local wedding suppliers

Finding the right suppliers to support your special day takes time and energy. We try to share the experience of our clients by keeping a list of local suppliers they have successfully used at our hall and/or suppliers we have worked with.

Here is the link to our [Wedding & Party local suppliers](http://www.beechvillage.org.uk/wedding-and-party-suppliers/) www.beechvillage.org.uk/wedding-and-party-suppliers/ on our website.

We know this is not an exhaustive list and we are very happy to work with whoever you select but hopefully it is a starting point for you to find the following types of suppliers:

- Caterers
- Wedding cakes
- Bar services
- Room decoration and equipment hire
- Florists & Flower walls
- Photography services & photo booths
- Marquee hire



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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.

If you are making a booking request for the first time, you will be asked to enter your contact details and a password so that you can track your booking status, any changes that are made and view any invoices and payments linked to your booking.

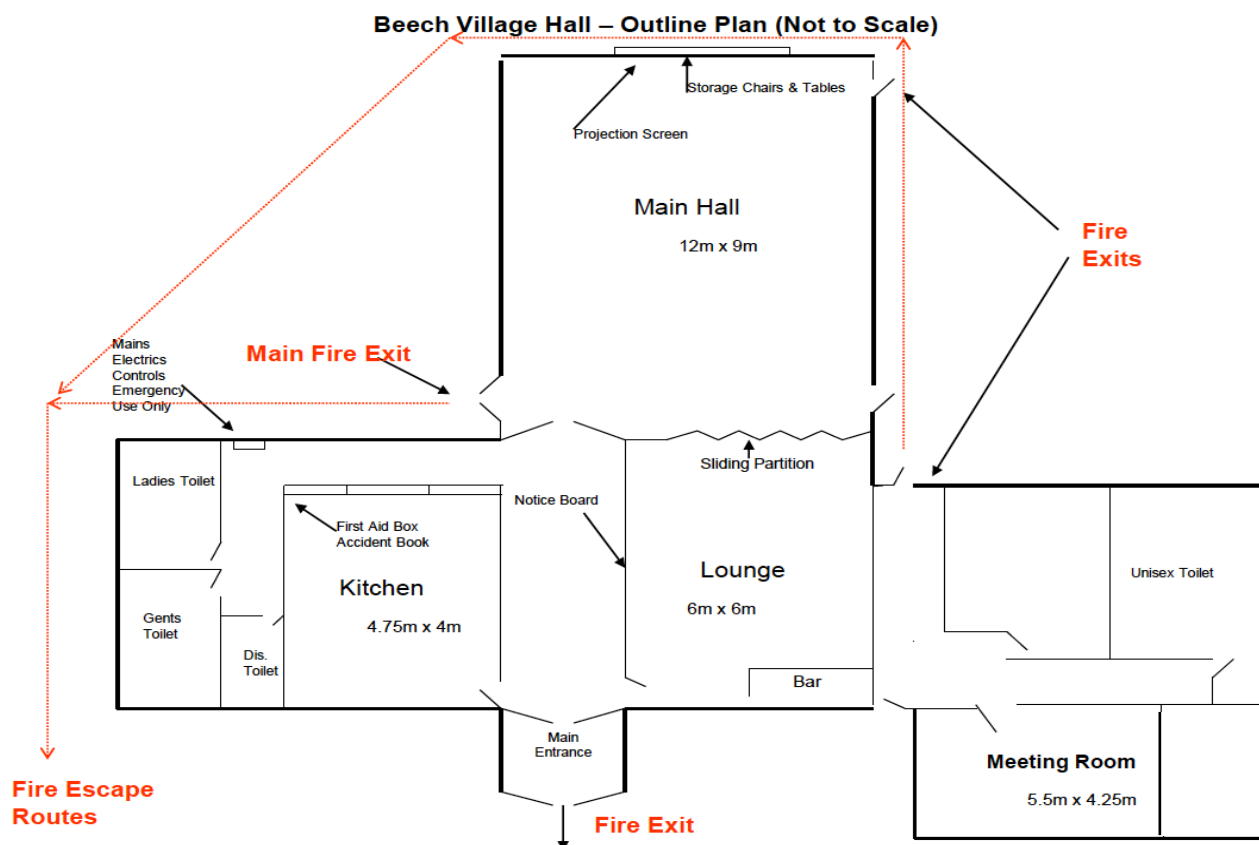
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Beech Village Hall

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 Wedding Reception package hire charge includes 15 tables and 100 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. 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.



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.

