



## *Celebrate and Remember*

*A private, peaceful space for gathering, remembrance and reflection*

Coming together to remember someone special, or to mark the close of a chapter in life, is one of the most meaningful things we can do as family and friends. We understand that planning a gathering at such a time brings its own pressures, and we want to make the practical side as straightforward as possible.

Set in quiet Hampshire countryside, away from the noise and bustle of town, with easy access and generous parking right at the door, Beech Village Hall offers a private space to gather, share memories and celebrate a life well lived.

Whether you are hosting a reception after a funeral, a life celebration, a memorial afternoon or an anniversary remembrance, we will ensure the hall is welcoming when you arrive.

### **A note from us**

*Please do get in touch before booking if you would find it helpful to talk through your requirements. We are always happy to discuss your needs, answer questions, or arrange a visit to the hall beforehand. There is no obligation.*

## About our Space

- ★ **Private, exclusive hire.** The entire venue is yours for the duration of your booking. No other groups, no interruptions — just your family and friends in a space that belongs to you.
- ★ **Quiet countryside setting.** Set on the village green in Beech, just outside Alton — peaceful, easy to find, and away from the noise of town.
- ★ **Generous parking right at the door.** 37 private spaces immediately beside the entrance, so guests, including those less mobile, can arrive and depart with ease.
- ★ **Flexible layout for any format.** Formal seating for a service-style gathering, open-plan for informal mingling and refreshments, or a combination. The space adapts to your wishes.
- ★ **A tribute display on the entrance screen.** You are welcome to send us a collection of photographs in advance and we will load and schedule a slideshow, so it is playing gently when your guests arrive.
- ★ **PA system for readings, tributes and eulogies.** Radio microphone, overhead projector and screen, so those leading the gathering can be clearly heard and any photographs or presentations can be shared with the room.
- ★ **Commercial kitchen for refreshments.** Whether you are providing a simple spread, a sit-down meal or just tea and coffee, the kitchen is fully equipped. We can recommend local caterers who know the hall well.
- ★ **Outdoor green space for quiet reflection** The village green adjoins the hall — a gentle, unhurried space for guests who would like a moment outside.

## We are able to host

Funeral receptions and post-service gatherings  
Life celebrations and tribute afternoons  
Memorial gatherings and anniversary remembrances

Celebration of life events  
Wakes and informal remembrance gatherings  
Family get-togethers in memory of a loved one

## Our Offering

Our Day Event Package is designed for gatherings of this kind — a generous five-hour block during the daytime, with full use of the hall, kitchen and facilities, at a straightforward all-inclusive price.

### Day Event Package

**£175 including VAT**

Any weekday or weekend • 5 hours between 09:00 and 17:00

Full use of Main Hall, Lounge and all facilities • Up to 100 guests

If your gathering would benefit from an evening timeslot — for instance, a life celebration that extends into the evening — our Evening Party Package (£275 including VAT, Friday or Saturday, 18:00–23:00) is also available.

## What's Included

	Included in the hire charge	You will need to arrange
<b>Space</b>	Main Hall (12m × 9m, up to 100 seated) and Lounge/Bar area — both exclusively yours for the full booking period	Table linen and any floral or tribute arrangements
<b>Furniture</b>	15 rectangular tables and 100 chairs — arrange them however works best for your gathering	Set up of tables and chairs. Round tables if preferred — available from local hire companies
<b>Crockery &amp; cutlery</b>	Up to 100 place settings: dinner plates, dessert plates, cups, saucers, side plates and cutlery	Glasses — not included, typically provided by a bar service supplier or hired separately
<b>Kitchen</b>	Commercial-standard kitchen: double oven, large hob, two fridges, freezer, dishwasher, microwave, hot water dispenser <i>Serving hatch with warming cupboard for easy service</i>	A caterer or kitchen helper — on a day like this, having someone dedicated to food and refreshments makes a real difference. We can recommend local caterers who have worked at the hall.
<b>Refreshments area</b>	Lounge/bar area with glasswasher and sink — suitable for a drinks and refreshments service alongside the main space	Drinks and any alcoholic beverages. If alcohol is to be sold, a Temporary Event Notice (TEN) is required — ask us for guidance
<b>PA &amp; tribute display</b>	PA system with radio microphone — for readings, tributes and addresses Overhead projector and large screen — for presenting photographs or videos Entrance screen slideshow — send us your photographs in advance and we will load and schedule them so they are playing when guests arrive	Laptop and HDMI cable for your own presentation. A PDF of your chosen photographs for the entrance display.
<b>Sound</b>	Background music system — Bluetooth or 3.5mm jack connection from your phone, tablet or computer	A playlist of any music you would like to play on your own device
<b>Car park &amp; grounds</b>	37 private parking spaces directly beside the entrance, plus village green adjacent to the hall	

## Planning Your Gathering

Organising a gathering at short notice, or while managing a great deal else, is not easy. The notes below are offered to help you think through the practicalities.

### Set-up and tidy-up

Your five-hour hire includes time for setting up and tidying afterwards, so please factor both into your plans.

For an occasion of this kind, we would encourage you to have two or three family members or trusted friends available to help with setting up beforehand and with tidying at the end. This takes real pressure off the day.

We ensure the hall is clean, warm and ready when you arrive. We ask that you leave it in the same condition, rubbish taken off-site and surfaces cleared.

### Catering and refreshments

For gatherings of this kind, we would strongly recommend arranging a dedicated caterer or kitchen helper rather than relying on family members to manage food on the day.

We maintain a list of local caterers who have worked at the hall and understand the space well. They can handle everything from simple tea and sandwiches to a full buffet or sit-down meal. Please ask us for recommendations.

If family members are bringing food, the kitchen is fully available, but we suggest you designate one person to coordinate,

### The tribute display

Our entrance screen can show a gentle slideshow of photographs as guests arrive. Many families have found this a beautiful and moving welcome — pictures gathered across a lifetime, ready and playing when people walk in.

To use this, simply send us a PDF of your chosen photographs before the day. We will load and schedule the display so it requires no setup from you on the day itself.

### Layout and atmosphere

The hall is a blank canvas — you can arrange it however feels right for the occasion. Formal rows of chairs for a service-style gathering, round tables for a shared meal, or simply chairs and small tables set around the edges for informal mingling.

The Lounge provides a quieter space adjacent to the Main Hall — ideal for those who need a moment away from the main gathering, or as a separate refreshments area.

**Tailor-made bookings:** If five hours is not quite right for your gathering, our online booking system allows you to select hours individually, from £22 per hour for the Main Hall. Please contact us to discuss your needs and we will help you find the best option.

# About the Hall

Beech Village Hall is set on the well-kept village green at the junction of Medstead Road and Wellhouse Road, Beech, GU34 4AQ, just a quarter of a mile from the A339 Alton–Basingstoke road.



## Main Hall

12m x 9m — up to 100 guests seated. High ceilings (9'3" at the cross beam), open floor ideal for dining, dancing or a combination. In-house sound system, projector and laser lights built in.

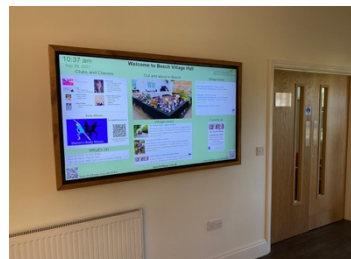


### Lounge / Bar area

6m x 6m — relaxed bar and lounge with glasswasher and sink. Separated from the Main Hall by acoustic folding doors. Ideal as a reception area, quiet space or bar-serving area.

### Kitchen

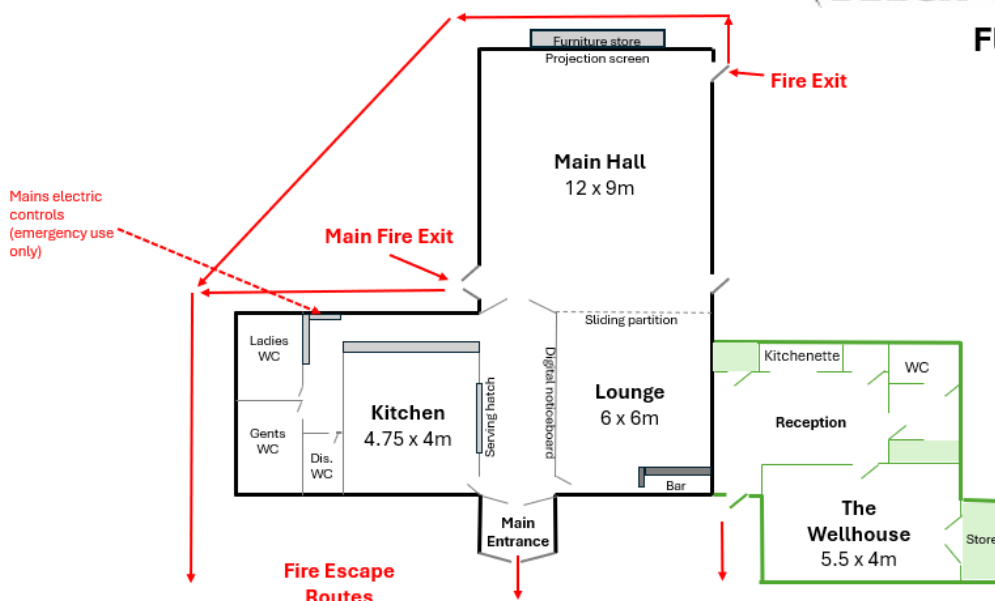
Commercial-standard: double oven, large hob, two fridges, freezer, dishwasher, microwave and hot water dispenser. Serving hatch with warming cupboard for easy service.



### Welcome display

The hall entrance has a large digital welcome display, included in your hire. Prepare a PDF of your chosen photos — a collage of memories across the years, and send it to us in advance

## Floor plan (not to scale)



## How to Arrange Your Booking

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Get in touch or check availability online	Book online or email us to confirm	Pay deposit and receive your confirmation	Send photos for the entrance display (optional)	Arrive to a clean, warm and ready hall

## Our Commitment to You

<p><b>We will:</b></p> <ol style="list-style-type: none"> <li>1. Invoice you promptly on receipt of your booking request</li> <li>2. Accept payment by bank transfer or PayPal (debit/credit card)</li> <li>3. Ensure the hall is clean, warm and ready for your arrival</li> <li>4. Load and schedule your tribute photograph display, if you wish to use it</li> <li>5. Be contactable on the day if anything unexpected arises</li> </ol>	<p><b>We ask you to:</b></p> <ol style="list-style-type: none"> <li>1. Pay a minimum of £100 (or the full amount if less) to confirm your booking, with the balance due 30 days before the event</li> <li>2. Arrange helpers for set-up and tidy-up, as the five hours includes both</li> <li>3. Ensure someone takes responsibility for the smooth running of the event</li> <li>4. Leave the hall clean and tidy, and take rubbish off-site</li> <li>5. Review our User Guide and Terms &amp; Conditions on our website before booking</li> </ol>
--	---

## Get in Touch

You are very welcome to contact us before booking to discuss your requirements, arrange a visit to the hall, or simply ask any questions. We are here to help.

[www.beechvillage.org.uk/village-hall](http://www.beechvillage.org.uk/village-hall)

<b>Email</b>	bookings@beechvillage.org.uk
<b>Phone</b>	07501 187496
<b>Website</b>	www.beechvillage.org.uk/village-hall
<b>Suppliers</b>	www.beechvillage.org.uk/wedding-and-party-suppliers

*We are very happy to show you around the hall in person before you book — just get in touch to arrange a visit.*

