



## OFFENHAM VILLAGE HALL PRIVATE BOOKING AND PAYMENT FORM 2024



Date Of Hire		Times Hall Required (To Include Setting & Cleaning Up )	Time From	Time To
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**For Evening Events Please Vacate The Hall By 12.30 am This Is A Condition Of Our Hall Licence**

Name Of Hirer Or Organisation Contact	
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Address Of Hirer				
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Contact Numbers	Home		Mobile	
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e-mail Address				
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Description Of Event				
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Approximate Numbers Of People Attending.      Adults      Children  
**Hall Limits** (100 Standing, 80 Table Seated or 100 Seated In Rows Plus 10 Entertainment & Staff)

Will Alcohol Be Available At This Event? <b>See Note Below</b>	Yes / No
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**\*Note\* No Beverages Of Any Kind Can Be Brought Into the hall Or Sold When The Village Hall Bar Is Hired & You Cannot Sell Alcohol At Any Event**

Do You Need The Sound System? Yes/No		Are you Having A Bouncy Castle?	Yes /No	*See Notes
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Do You Need The Projector? Yes/No		Do You Require Instructions / Help With (1) Sound System (Tick)	(2 Projector (Tick))
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If You Use the Sound System / Projector And Change The Cables Please Change Them Back As you Found Them

Hire Charge £15 per hour. Plus <b>Deposit £75</b> Final Clean See Below Add £30 Check availability **	For A Licensed Bar £75 Min Charge 4 Hours Extra Hours £15 Per Hour (min 1hr) <b>You Cannot Sell Alcohol At Any Event</b>	Add £50 or	Go To Booking Calculator Below
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All Bookings Must Be Fully Paid At Latest 14 Days Before Your Booking.  
Please Pay By BACS Using Bank Details Lloyds Bank Evesham A/C Offenham Village Hall, Sort Code 30-93-11 A/C 02173861    **Quoting Date Of Hire**

Your Bank Details For Return Of Deposit	Name	Bank Account Number	Sort Code
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### BOOKING CALCULATOR

Description	Hours Booked	Rate Per Hour	Total Cost
Hire Charge	x Hours	£15.00	
Deposit See Notes Below	1x	£75.00	£75.00
Bouncy Castle Or Similar	To Safety Conditions see Booking Conditions)	£10.00	
Licensed Bar & Staff	Up To 5 Hours & 50 Adults	£50.00	
	Up To 5 Hours & 51 or more Adults	£75.00	
	Extra Hours per Hour      x	x £15	
Final Clean	Mop Floors & Clean Surfaces Only **	£30.00	
<b>**£30 see notes below. Price and availability may vary</b>		<b>Total</b>	

The £75 Deposit Will Only Be Refunded If The Hall Is Left Completely Clean, Tidy, Equipment Stored Correctly And There Is No Damage.

Hall Maybe Inspected By Hall Mangement Trustees But May Use Reports / Photographs / Complaint By Next User

For Parties / Late Events The Hall Must Be Cleaned By 8.30am At The Latest Next Day. **Please Advise Booking Secretary If Required**

!!!!PLEASE NOTE\*\* If Left In An Unacceptable Condition The £75 Deposit Will **Not Be Refunded** !!!!    See New 2024 Cleaning Instructions

\*\*Final Cleaning includes Wet Mop The Floors And General Surface Clean Only.    Check price with booking secretary and if service available.

It Is The Responsibility Of The Hirer (**\*\*\*Signature**) To Make Sure The Hall Is Left Clean And Tidy In All Areas To Guidelines After Use.\*

If You Cancel 14 Days or less Before Your Event You May Not Have Your Deposit Refunded

**\*Please Read The Offenham Village Hall Check Sheet, Terms and Conditions, Booking Instructions Available At [www.offenhamvillagehall.org.uk](http://www.offenhamvillagehall.org.uk)\*  
There is a special section for bouncy castles please read it**

Hirers Name	Signed	***	Date
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I Agree To The Conditions Of Hire Please Tick Box	
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Returned Forms & Booking Enquires And To View The Hall To Kelly Parkinson, Avoncroft, Gibbs Lane, Offenham, Evesham. WR11 8RR  
Or Email To [bookings@offenhamvillagehall.org.uk](mailto:bookings@offenhamvillagehall.org.uk)      Booking Mobile Number 07519033287

**Cleaning is top priority. Remember Someone Else Is Hiring Our Hall After You.**