



OFFENHAM VILLAGE HALL REGULAR GROUPS & CLASSES 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				
Address Of Hirer				
Contact Numbers	Home		Mobile	
e-mail Address				
Description Of Event				

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? **See Note Below** Yes / No

***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
Do You Need The Projector? Yes/No	Do You Require Instructions / Help With (1) Sound System (Tick)		(2 Projector (Tick))

If You Use the Sound System / Projector And Change The Cables Please Change Them Back As you Found Them

Hire Charge £15 per hour.	For A Licensed Bar Add £50 or £75 Min Charge 5 Hours Extra Hours £15 Per Hour (min 1hr) You Cannot Sell Alcohol At Any Event	Go To Booking CalculatorBelow
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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**

BOOKING CALCULATOR

Description	Hours Booked	Rate Per Hour	Total Cost
Hire Charge	x Hours	£15.00	
Bouncy Castle Or Similar	Includes Insurance (Subject To Safety 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**	
£30 see notes below. Price and availability may vary please check			Total

Paid Please tick To Pay Please tick For Partnership Bookings Please contact treasurer for costings & T&Cs

It Is The Responsibility Of The Hirer (***) To Make Sure The Hall Is Left Clean And Tidy In All Areas To Guidelines After Use.*
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 You will Be Charged £50 See New 2024 Cleaning Instruction

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

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

There is a special section for bouncy castles please read it

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

Hirers Name		Signed	***		Date
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I Agree To The Conditions Of Hire Please Tick Box

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 Booking Mobile Number 07519033287

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