

OFFENHAM VILLAGE HALL PRIVATE BOOKING AND PAYMENT FORM 2024

Date Of Hire		Times Hall Required (To Include Setting & Cleaning Up)	Time From	Time To
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. Plus Deposit £75 Final Clean See Below Add £30 Check availability **		For A Licensed Bar £75 Min Charge 4 Hours Extra Hours £15 Per Hour (min 1hr) You Cannot Sell Alcohol At Any Event		Add £50 or Go To Booking Calculator Below
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
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		
**£30 see notes below. Price and availability may vary		Total		
For Certain Events ie Funerals, Weddings different requirements maybe required due to outside suppliers being involved. Please contact Booking Secretary for advice & pricing				
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 There is a special section for bouncy castles please read it				
Hirers Name		Signed	***	Date
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.				



OFFENHAM VILLAGE HALL

DO YOU KNOW YOU CAN HIRE OUR BAR FOR YOUR PRIVATE EVENT?

Under the LICENSING ACT 2003 you are **not allowed to sell alcohol** at any event at
OFFENHAM VILLAGE HALL

The Trustees can provide a fully licensed & staffed bar to suit your function whether it's a Wedding Reception, Birthday / Christening Party, Family Celebrations, Business Event or Village Event.

Just a few reasons & benefits why you should book our Fully Licensed Bar for your event.

- Customise and decorate the hall and make your celebrations & memories special to you.
- Nobody else using the hall at the same time.
- The hall is clean, has modern facilities, no steps, terrace with lights and its own carpark.
- Plug & play music system with flashing ceiling disco lights and projector.
- Comfortable chairs & lots of tables.
- We have a wide choice of alcoholic & non-alcoholic drinks to choose from.
- We have a wide range of glasses & **not** plastic glasses.
- No running out of drinks or Ice
- Your **Party Presentation** looks much better with drinks in glasses.
- Time & money will be saved by you not having to buy drinks, mixers & glasses you may never use.
- Less shopping time spent buying & returning drinks & glasses.
- This will help keep your party costs down and save you time setting up.
- No need to wash your guests' glasses during the event.
- Reduce your after-party clearing up time removing your drinks, glasses & bar waste because we will do it for you and recycle it.
- Less rubbish to take home. No trip to the tip or recycling centre.
- Will give you more time to be with your guests. That's why you're having a party.

Just leave it to us & contact our booking secretary.

**We can organise a Champagne / Prosecco Style Reception when your guests arrive.
All at competitive rates.**

CAN'T BE MANY REASONS WHY YOU SHOULDN'T WANT TO BOOK OUR HALL WITHOUT A BAR

Prices

Regular booking fees apply plus

Bar Staff	up to 50 Adults (up to 4 hours + £15 per every extra hour)	£50
Bar Staff	over 50 Adults (up to 4 hours + £15 per every extra hour)	£75
Larger events Or more staff needed		Price on Application

For Certain Events ie Funerals, Weddings & larger events different requirements maybe required due to staffing and outside suppliers being involved. Please contact Booking Secretary for advice & pricing

You can make an appointment to view the hall at our Thursday Coffee morning or a time to suit you.