

		OFFENHAM VILLAGE HALL BOOKING AND PAYMENT FORM AUGUST 2025			
Date Of Hire		Times Hall Required Include Setting & Cleaning Up	Time From	Time To	
For Bulk Bookings Please email on a separate sheet					
For Late Evening Events Please Vacate The Hall By 12.30 am. This Is A Condition Of Our Hall Premises 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 persons	
Will alcohol be available at this event? See notes		Yes	No	If No answer next line	
Are you providing the all the alcohol free of charge		Yes	No	Is this a bring your own event Yes No	
Note Under the 2003 Licensing Act you CANNOT SELL Alcohol at any event. No beverages of any kind can be brought into the hall or sold when the Village Hall Bar Is Hired					
Do you require the the sound system?		Yes No	Are you hiring a Bouncy Castle or similar? See notes		Yes No
Do you require the projector?		Yes No	Do you require instructions or help with? (1) Sound System (2) Projector		
If you require instructions or help email bookings@offenhamvillagehall.org.uk to make arrangements					
Hire Charge £15 per hour. Plus Deposit £75 Final Clean If required £20 Check Availability First		For A Fully Licensed Bar Add £50 or £75.Min Charge up to 4 Hours Extra Hours £15 Per Hour (min 1hr) REMINDER You Cannot Sell Alcohol At Any Event			Go To Booking Calculator Below
All bookings must be fully paid at least 14 days before your booking. If paying by bank transfer our details are Lloyds Bank Evesham A/C Offenham Village Hall Sort Code 30-93-11 A/C 02173861 Please Quote Date Of Hire As Reference					
Your bank details for return of deposit		Name	Bank Account Number		Sort Code
BOOKING CALCULATOR					
Description	Hours Booked		Rates		Total Cost
Hire Charge	x Hours		£15.00		
Deposit. Payable unless exempt ie Regular Organisation	1		£75.00		£75.00
Bouncy Castle Or Similar	To Safety Conditions See Booking Conditions		£10.00		
Licensed Bar & Staff	Up To 4 Hours & 50 Adults		£50.00		
	Up To 4 Hours & 51 or more Adults		£75.00		
	Extra Hours are per Hour		£15.00		
Final Clean (If required)	Wet Mop Floors & Clean Surfaces Only		£20.00		
			Total		
For Certain Events ie Funerals, Weddings, All Day Events different requirements and chargeable services maybe required Please contact Booking Secretary for advice & pricing					
The £75 deposit will not be refunded if the Hall is not cleaned and left in an acceptable condition and there is any damage. The Hall will be inspected by the Hall Trustees or we will use reports & photographs supplied by the next user or cleaning staff For Parties / Late Events The Hall Must Be Cleaned By 8.30am The Next Day. <u>Please Advise Booking Secretary</u> if you want to do this Final Cleaning includes wet mopping the floors and general surface only. DOES NOT INCLUDE TABLES Check if service is available. It is the responsibility of the hirer to make sure the hall is left clean and tidy in all areas after use. <u>See booking conditions</u> If You Cancel 14 Days or less before your event your deposit may not be 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 on a bouncy castle or similar					
Hirers Name		Signed		Date	
I have read and agree to the booking conditions. Please circle. Yes No					
Email completed booking forms to bookings@offenhamvillagehall.org.uk or Return Form & Cash Payment To Kelly Parkinson, The Cottage, Avoncroft, Gibbs Lane, Offenham, Evesham. WR11 8RR. Hall Booking Mobile Number 07519033287. Also for booking enquires and to view the hall appointments.					
Cleaning is top priority and your responsibility. Remember Someone Else Is Hiring Our Hall After You.					

OFFENHAM VILLAGE HALL

This is only a quick guide of the hall

For more information, please visit www.offenhamvillagehall.org.uk to view our **Terms & Conditions, Hall instructions & users guide and fire instructions. They can be emailed to you on request and protect your deposit.**

The person signing the booking form is **legally liable** for the hall and their guests.

I didn't know is no excuse for not understanding our terms and conditions & users and not cleaning up.

Any damaged caused will be paid for by you.

Damage will cost you & the hall money.

Treat our hall with respect. Someone else is using the after you.

Do not leave or prop open the front main door. Especially in Windy conditions as it can damage the hinges.

(unlocking & locking instructions are on the door)

Return all equipment to its proper storage space.

Stack Chairs in 8's and Stack tables tidily.

Do not fix or stick anything to the walls. **NO TAPE AT ALL**

There are notice boards around the hall please use them with and use drawing pins

No cello tape, No blue or white tack, No nails, No screws, Nothing at all.

(We have some blue notice boards if you need them). Take great care if you work at height.

If in any doubt ask, it's your deposit at risk.

Cleaning materials are in the kitchen and cleaning cupboard

Clean the hall properly before you leave and **TAKE ALL YOUR RUBBISH AWAY**

Clean tables before putting away.

Please leave the hall clean & tidy.

Always sweep the floor after your booking.

Always sweep first & then wet mop the floor after a big event or party when there is food and drink.

Check the windows are closed and taps turned off (Check Toilet Taps)

Turn of all lights (toilets are PIR and go off automatically)

On leaving may sure all doors are locked.

Return the keys to Offenham Village Stores

Contact Numbers

Main Hall & Booking 07519033287 Not Manned 24/7

Emergency Only Martin 07986255739 Not Manned 24/7

Thank you for your support.

13 February 2025