

**OFFENHAM VILLAGE HALL
BOOKING AND PAYMENT FORM APRIL 2026**

1931 - 2026
95th Anniversary Year

Date Of Hire		Times Hall Required Include Setting & Cleaning Up	<u>Time From</u>	<u>Time To</u>
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The Heating is turned on by remote. Preferred time would you like it to come on?
This is normally 1 hour before your actual event starts.

For Bulk & Groups Bookings please email dates 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 or call 07986255739

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.

Bank Details Offenham Village Hall 30-93-11 a/c no 02173861

YOU MUST QUOTE THE DATE OF HIRE AS A REFERENCE ON THE TRANSFER

Your bank details for return of deposit	Name	Bank Account Number	Sort Code
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BOOKING CALCULATOR

Description	Hours Booked	Rates	Total Cost
Hire Charge Ex Sat / Sun Evening	x Hours	£15.00	
Hire Charge Sat / Sun Evening	x Hours	£20.00	
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	
Final Clean Sat / Sun Evening	Sat / Sun Evening Parties	£20.00	
	Total		

**For Certain Events ie Funerals, Weddings, etc. 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. **Please Advise Booking Secretary if you want to do this**

Final Cleaning includes wet mopping the floors and general surface only. **DOES NOT INCLUDE TABLES Please clean tables before putting away**
Check if service is available. To be added to Sat / Sun Parties & Large Events

It is the responsibility of the hirer to make sure the hall is left clean and tidy in all areas after use. **See booking conditions**

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
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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.