

OFFENHAM VILLAGE HALL BOOKING AND PAYMENT FORM AUGUST 2026					1931 - 2026 95th Anniversary Year	
Date Of Hire		Times Hall Required Include Setting & Cleaning Up	<u>Time From</u>		<u>Time To</u>	
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						
Quick Breakdown 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
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		
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.						