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| <b>OFFENHAM VILLAGE HALL</b><br><b>BOOKING AND PAYMENT FORM OCTOBER 2026</b>                                                                                                                                                                                                                                                                                                                                                                                                        |      |                                                                                                                                                                |  |                                                       | <b>1931 - 2026</b><br><b>95th Anniversary Year</b> |                                       |  |
| Date Of Hire                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |      | Times Hall Required<br>Include Setting & Cleaning Up                                                                                                           |  | Time From                                             |                                                    | Time To                               |  |
| 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 |  |
| <b>*Note* Under the 2003 Licensing Act you CANNOT SELL Alcohol at any event.</b><br><b>No beverages of any kind can be brought into the hall or sold when the Village Hall Bar Is Hired</b>                                                                                                                                                                                                                                                                                         |      |                                                                                                                                                                |  |                                                       |                                                    |                                       |  |
| Do you require the the sound system?                                                                                                                                                                                                                                                                                                                                                                                                                                                |      | Yes No                                                                                                                                                         |  | Are you hiring a Bouncy Castle or similair? 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 <a href="mailto:bookings@offenhamvillagehall.org.uk">bookings@offenhamvillagehall.org.uk</a> to make arrangements or call 07986255739                                                                                                                                                                                                                                                                                                     |      |                                                                                                                                                                |  |                                                       |                                                    |                                       |  |
| Quick Breakdown<br>Hire Charge £15 per hour.<br>Plus Deposit £75<br>Final Clean If required £20<br>Check Availability First                                                                                                                                                                                                                                                                                                                                                         |      | <b>For A Fully Licensed Bar</b><br>Add £50 or £75.Min Charge up to 4 Hours Extra Hours £15 Per Hour (min 1hr)<br>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.<br>Bank Details <b>Offenham Village Hall 30-93-11 a/c no 02173861</b><br><b>YOU MUST QUOTE THE DATE OF HIRE AS A REFERENCE ON THE BANK TRANSFER</b>                                                                                                                                                                                                                                                           |      |                                                                                                                                                                |  |                                                       |                                                    |                                       |  |
| Your bank details for return of deposit<br>Please email if not received within 2 days                                                                                                                                                                                                                                                                                                                                                                                               |      | Name                                                                                                                                                           |  | Bank Account Number                                   |                                                    | Sort Code                             |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |      |                                                                                                                                                                |  |                                                       |                                                    |                                       |  |
| Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |      | Hours Booked                                                                                                                                                   |  | Rates                                                 |                                                    | Total Cost                            |  |
| Hire Charge                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |      | x Hours                                                                                                                                                        |  | £15.00                                                |                                                    |                                       |  |
| Deposit.<br>Payable unless exempt ie Regular Organisation                                                                                                                                                                                                                                                                                                                                                                                                                           |      | 1                                                                                                                                                              |  | £75.00                                                |                                                    | £75.00                                |  |
| Bouncy Castle Or Similar<br>To cover insurance & electricity                                                                                                                                                                                                                                                                                                                                                                                                                        |      | To Safety Conditions<br>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, etc. All Day Events different requirements and charageble services maybe required<br>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.<br>The Hall will be inspected by the Hall Trustees or we will use reports & photographs supplied by the next user or cleaning staff<br>For Parties / Late Events The Hall Must Be Cleaned By 8.30am The Next Day.                                                                                                                                      |      |                                                                                                                                                                |  |                                                       |                                                    |                                       |  |
| Final Cleaning includes wet mopping the floors and general surface only. <b>DOES NOT INCLUDE TABLES</b> Please clean tables before putting away<br>Check if service is available. Please Advise Booking Secretary if you want to do this                                                                                                                                                                                                                                            |      |                                                                                                                                                                |  |                                                       |                                                    |                                       |  |
| 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<br>If You Cancel 14 Days or less before your event your deposit may not be refunded<br>Please Read The Offenham Village Hall Check Sheet, Terms and Conditions, Booking Instructions available at <a href="http://www.offenhamvillagehall.org.uk">www.offenhamvillagehall.org.uk</a><br>There is a special section on a bouncy castle or similair |      |                                                                                                                                                                |  |                                                       |                                                    |                                       |  |
| Hirers Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |      | Signed                                                                                                                                                         |  |                                                       |                                                    | Date                                  |  |
| I have read and agree to the booking conditions. Please circle. Yes No                                                                                                                                                                                                                                                                                                                                                                                                              |      |                                                                                                                                                                |  |                                                       |                                                    |                                       |  |
| Email completed booking forms to <a href="mailto:bookings@offenhamvillagehall.org.uk">bookings@offenhamvillagehall.org.uk</a> 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.                                                                                                                                                                                                                                                                                                                                                                               |      |                                                                                                                                                                |  |                                                       |                                                    |                                       |  |