

BEECH VILLAGE HALL

Member Guide

Beech Village Hall is a busy hub in the Hampshire village of Beech. We host village social events as well as a variety of clubs and classes, and our Hall is a popular venue for wedding receptions, children's parties and family celebrations and commemorations.

Member rates are only available to Beech Residents who are members of the Beech Village Hall and Recreation Ground Membership programme, to join:

<https://membermojo.co.uk/beechevillage>

The Main Hall and Lounge / bar are an ideal venue for a private party or large dinner party to share and recognise significant life events:

- ⇒ Birthday
- ⇒ Events
- ⇒ Wedding Anniversary
- ⇒ Celebration
- ⇒ Retirement
- ⇒ Life Celebration or Commemoration



The space can be used in a variety of ways from formal dinner seating to open plan, or even as a disco or Skittle Alley.

We have high quality facilities to allow you to have a successful event:

- The Main Hall with tables and chairs for up to 100 seated guests.
- A lounge bar area for you or your caterer to provide drinks.
- An integrated sound and light system for background music or a disco.
- Commercial class catering facilities for you or your caterer.
- A PA system, screen and projector for presentations
- A photo wall to enhance memories.

We will:

1. Invoice you on receipt of a booking request.
2. Accept payment via Bank Transfer or Paypal debit/credit cards.
3. Confirm your booking on receipt of the minimum payment.
4. Ensure the hall is clean, warm and tidy ready for your event.

We ask you to:

1. Become a Member of the Hall (you must live in Beech to do so)
2. Pay a minimum payment of the Security Deposit (if required), £100 or the total hire charge to confirm the booking
3. Pay the residual amount 30 days before the event.
4. Review our User Guide and Terms & Conditions.
5. Take responsibility for the health and safety of your guests and for the safeguarding of children and vulnerable adults.
6. Ensure you clean up after your event and take your rubbish off-site
7. Leave the hall promptly, quietly, and as you found it.

please see the following pages for details of our Packages and options.

Wedding Reception Package, member rate £950



Hire of the Main Hall and Lounge/Bar	Set up on Friday evening, 1800 – 2300, 5 hours
	Wedding Reception on Saturday, 0900 – 2300, 14 hours
	Please note that • Music, recorded or live, must cease and any bar close by 22:30 • The premises including the car park, must be vacated by 23:00 hours.
	Tidy up on Sunday, 0900 – 1200, 3 hours
Catering facilities	Use of all kitchen facilities. Includes cooker, microwave, heated cupboard, hot water dispenser, dishwasher & fridge / freezer Up to 100 settings of dinner and dessert plates, cups, saucers, side plates and cutlery.
Sound & lighting	Evening dance package: Our in house music system with laser lights and haze (mist) provides the party 'club' experience and it could save you the outlay of hiring a DJ and or/their equipment. PA system: Use of radio microphone - for announcements /commentaries
Tables and chairs	15 tables 100 chairs

Please note:

1. Hire charge excludes glasses and table and room decorations
2. A £200 deposit is required to reserve the booking and will act as a security deposit to cover any losses or damages. The deposit will normally be returned within 10 working days after the event.
3. Wedding Reception bookings includes non-exclusive use of the Village Green (weather permitting, it will be mowed prior to the event during the Spring - Summer period)

How to book?

1. To make a booking or check availability go to our [calendar](#) or (www.beechvillage.org.uk/village-hall/):
 - Click on the + symbol on the date and room you wish to book.
 - Select your preferred times and the activity: **Wedding reception (Member)**.
 - i. Please select a Friday from 1800 through to Sunday at 1200
2. Please note:
 - If you are doing this for the first time, you will be asked to enter your contact details and a password.
 - The prices displayed in our online booking system **exclude VAT** which will be added to our invoice.
3. If you need more help:
 - Email us at: bookings@beechvillage.org.uk, or phone us on: 07501 187496

Check out our [web page search](#) and [FAQ](#) section

Evening Party package, member rate £225



Hire of the Main Hall and Lounge/Bar	Friday or Saturday evening, 1800 – 2300, 5 hours Please note that: • Music, recorded or live, must cease and any bar close by 22:30 • The premises including the car park, must be vacated by 23:00 hours. Tidy up on Sunday, 0900 – 1100, 2 hours
Catering facilities	Use of all kitchen facilities. Includes cooker, microwave, heated cupboard, hot water dispenser, dishwasher & fridge / freezer Up to 100 settings of dinner and dessert plates, cups, saucers, side plates and cutlery.
Sound & lighting	Evening dance package: Our in house music system with laser lights and haze (mist) provides the party 'club' experience and it could save you the outlay of hiring a DJ and or/their equipment.
Tables and chairs	15 tables 100 chairs

Please note:

1. Hire charge excludes glasses and table and room decorations
2. A Security Deposit may be required to reserve the booking and will act as a security deposit to cover any losses or damages. The deposit will normally be returned within 10 working days after the event.
3. Young adult and Teenage Parties (16-21) are subject to approval and supervision

How to book?

1. To make a booking or check availability go to our [calendar](#) or (www.beechvillage.org.uk/village-hall/):
 - Click on the + symbol on the date and room you wish to book.
 - Select your preferred times and the activity: **Evening party (Member)**.
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Children's Party Package, member rate £105



Hire of the Main Hall and Lounge/Bar

Up to 4 hours for:

- Set up
- Party
- Tidy up

Catering facilities

Use of all kitchen facilities. Includes cooker, microwave, heated cupboard, hot water dispenser, dishwasher & fridge / freezer.

Tables and chairs

10 tables
60 chairs

Sound & lighting

Children's party pack: Enjoy spectacular coloured, moving laser lights, for play and dance at a moderate volume. Connection via Bluetooth or 3.5mm jack input to phone, tablet or computer.

Please note:

1. Soft play equipment is NOT included and for illustration purposes only
2. Alternatively, you can configure your own Children's Party options using our online booking system:
 - a. Prices start from £54 for a minimum of 3 hours hire of the Main Hall only for set up, party and tidy up.
3. Bouncy castles
 - a. Height is not normally an issue (at the partition end of the hall). The Height of the cross beam from floor is 9'3",
 - b. The gap from partition to cross beam to the partition wall is 4 metres (13' 1.5").
 - c. Please see our website for bouncy castle rental companies
 - d. Please remember to review your insurance cover as the village hall does not provide cover for bouncy castles and their usage.

How to book?

1. To make a booking or check availability go to our [calendar](#) or (www.beechvillage.org.uk/village-hall/):
 - o Click on the + symbol on the date and room you wish to book.
 - o Select your preferred times and the activity: **Children's party (Member)**
2. Please note:
 - o If you are doing this for the first time, you will be asked to enter your contact details and a password.
 - o The prices displayed in our online booking system **exclude VAT** which will be added to our invoice.
3. If you need more help:
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Daytime event package, £150 including VAT.

Our Daytime event package is an all-inclusive fixed price for our facilities for 5 hours during the daytime including set up and tidy up.



Hire of the Main Hall and Lounge/Bar	Weekday or weekend daytime, 5 hours between 0900 and 1700
Catering facilities	Use of all kitchen facilities. Includes cooker, microwave, heated cupboard, hot water dispenser, dishwasher & fridge / freezer Up to 100 settings of dinner and dessert plates, cups, saucers, side plates and cutlery.
Sound & lighting	Background music system: Perfect for dinner parties or events where background music is all that is needed. Connection via Bluetooth or 3.5mm jack input to phone, tablet or computer.
Tables and chairs	15 tables 100 chairs

Please note:

1. Hire charge excludes table and room decorations
2. A Security Deposit may be required to reserve the booking and will act as a security deposit to cover any losses or damages. The deposit will normally be returned within 10 working days after the event.

How to book?

1. To make a booking or check availability go to our [calendar](#) or (www.beechvillage.org.uk/village-hall/):
 - o Click on the + symbol on the date and room you wish to book.
 - o Select your preferred times and the activity: **Daytime event (Member)**
2. Please note:
 - o If you are doing this for the first time, you will be asked to enter your contact details and a password.
 - o The prices displayed in our online booking system **exclude VAT** which will be added to our invoice.
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Tailor made Events from £54 including VAT

You can use our online booking system to configure the hours and facilities you require. Our hourly rates depend on the time of day and room:

Main hall rate per hour

Main hall	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
> 0930	£12.50						£18.00
0930 – 1300	£15.00						
1300 - 1730	£15.00						
1730 - 2000	£17.00				£18.00	£20.00	£15.00
2000 - 2100	£15.00						
2100 - 2300	£10.00						

Lounge rate per hour

Lounge	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
> 0930	£8.50						£5.00
0930 – 1300	£10.00						
1300 - 1730							
1730 - 2000	£11.00						
2000 - 2100							
2100 - 2300	£6.50						

- The lounge is only available on Friday evenings and weekends when hired with the main hall.

Wellhouse room

£8 per hour including VAT

- The Wellhouse room is not available for hire at weekends and has no wheelchair access.

Please note:

- A minimum booking slot of 3 hours and this must include setting-up and tidy up time.
- The hirer must be over the age of 21 and in attendance throughout the booking
- A Security Deposit may be required to reserve the booking and will act as a security deposit to cover any losses or damages. The deposit will normally be returned within 10 working days after the event.
- A minimum payment of the Security Deposit, £100 or the full hire charge is required to confirm the booking. The balance is due 30 days before the event.

How to book?

- To make a booking or check availability go to our [calendar](#) or (www.beechvillage.org.uk/village-hall/):
 - Click on the + symbol on the date and room you wish to book.
 - Select your preferred times and the activity: **Member**.
- Please note:
 - If you are doing this for the first time, you will be asked to enter your contact details and a password.
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Additional options for room only hire

Sound and lighting

A professional sound, light and projection system. Connect via Bluetooth or 3.5mm jack input to phone, tablet or computer.



Background music system: Perfect for dinner parties or events where background music is all that is needed. £25

Children's party pack: Enjoy spectacular coloured, moving laser lights, for play and dance at a moderate volume. £60

Evening dance package: Our in house music system with laser lights and haze (mist) provides the party 'club' experience and it could save you the outlay of hiring a DJ and or/their equipment £100

PA system and screen: Connection to in-house overhead projector (VGA or HDMI) for playing videos or presentations £30

PA system: Use of radio microphone - for announcements or commentaries £20

Catering facilities



Use of all kitchen facilities. Includes cooker, microwave, heated cupboard, hot water dispenser, dishwasher, fridge / freezer and up to 60 cups, saucers, side plates and cutlery. £35

Dinner and dessert plates plus cutlery for 20 settings. Up to 5 increments to a maximum of 100 settings £5 per 20 settings

Additional cups, saucers and side plates plus cutlery for 20 settings. Up to 2 increments to a maximum of 100 settings £5 per 20 settings

Tables & chairs

Room hire includes:	Tables	Chairs
Main Hall	10	60
Lounge	2	10
Main Hall & Lounge	10	60

Additional tables up to a maximum of 15. £6 each
Additional chairs up to a maximum of 100. £0.6 each

Skittle Alley



Skittle Alley for use in Main Hall £30
Set up of skittle alley £20

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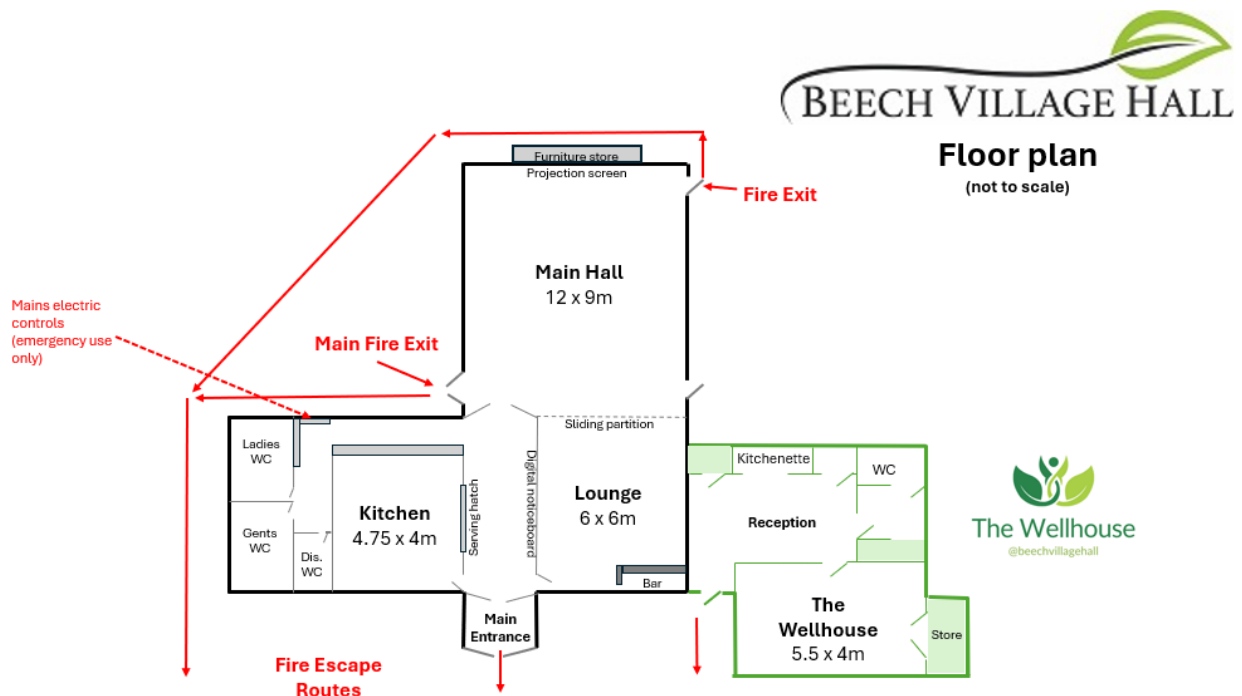
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Beech Village Hall

Beech Village Hall is a sought-after venue for the surrounding area. It is popular for wedding parties and other family celebrations, and plays host to a wide range of clubs, classes, recitals, talks and indoor fairs, as well as regular village social events.

The Hall has tables and seating for up to 100 guests and the locally made oak entrance porch now features in many wedding photograph albums. Regular clubs and classes include Pilates, Body Moves, Yoga, Dance, Bridge, Baby Sensory and Art Classes. Social events include quiz nights, seasonal parties and a monthly Village Social with drinks and a home-cooked meal.

Floor plan



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 - The select the times and the appropriate activity.
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