

Beech Village Hall

Wedding Reception Guide



We provide the space and facilities; you choose your own caterer, bar and suppliers and shape the day as you want it.

Beech Village Hall is a flexible, characterful venue in the Hampshire countryside, easily reached from Alton, Basingstoke and the surrounding towns. Your booking runs from Friday evening to Sunday midday — time to set up the evening before, celebrate on Saturday, and clear away on Sunday morning without rushing.



What's included

"Beech Village Hall was the perfect location for our wedding hand tying ceremony. We used the indoors for our ceremony with tea and cake, then took some stunning pictures on the lawn when the weather cleared. Parking was big enough and close by for all guests. Fabulous location — feels hidden away and private."

— Juan and Kelly Piastri



Our Hall is a beautiful venue for your special day. The picturesque oak framed entrance is a regular feature in wedding albums. We provide a dedicated and flexible space for you to celebrate with up to 100 guests in a tranquil environment.





Your day, your choices, your memories

The package costs between £1,200 and £1,500 depending on the month. Here is what is included:

Included in the hire charge	You will need to arrange
Main Hall — 12m × 9m, up to 100 seated	Table linen, centrepieces and room decorations.
Lounge/Bar area — 6m × 6m, glasswasher and sink	Drinks — run your own bar / hire a bar service, Glasses and TEN if you plan to sell alcohol.
Commercial kitchen — oven, hob, 2 fridges, freezer, dishwasher, microwave, hot water	Caterer — your choice; we are happy to work with whoever you bring
Car park — 37 spaces	
Village Green with children's play area	
Furniture	
15 rectangular tables (up to 8 per table), 100 chairs	Round tables if preferred (from local hire companies) Optionally chair covers and sashes to complement the colour scheme.
100 place settings — crockery and cutlery	Additional settings if guest count exceeds 100
Sound and AV	
Sound system with laser lights — suitable for evening disco, connect via Bluetooth	Playlists or Live band or external DJ (optional)
PA system with radio microphone	Speeches!
Projector and screen	Laptop and HDMI cable
Welcome display — large entrance screen showing your photo slideshow, scheduled and loaded by us in advance	PDF file of photographs

Pricing by month

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Price	£1,200	£1,200	£1,260	£1,260	£1,320	£1,440	£1,344	£1,500	£1,500	£1,320	£1,260	£1,200
Season	Off-peak	Off-peak	Mid	Mid	Mid	Peak	Peak	Peak	Peak	Mid	Mid	Off-peak

- A £200 security deposit confirms your booking and is returned within 10 working days after the event, less any deductions for cleaning or damage.
- The remaining hire charge is due 30 days before the event.
- Payment by bank transfer or PayPal (debit/credit card).



How the weekend works

When	What you can do
Friday 18:00 – 23:00	Set up — decorate, arrange tables, brief your caterer and suppliers
Saturday 09:00 – 23:00	Your wedding reception — full use of all facilities
Sunday 09:00 – 12:00	Clear up, remove rubbish, return the hall as found



Saturday time limits:

- All music — live or recorded — must stop by 22:30
- The bar must close by 22:30
- All guests and vehicles must have left the premises by 23:00

Planning your reception

Ceremonies

Beech Village Hall is reception-only venue and is not licensed for civil ceremonies. Your ceremony can take place nearby, for example, Alton Register Office. Many couples marry earlier in the day and arrive at the hall for the reception in the early afternoon, which works well within the Saturday 09:00 start time.

Catering

Our professional caterer's kitchen is included in the hire charge. You choose your own caterer. If you need a recommendation, we can point you to caterers who have worked at the hall before.



Drinks and bar

The lounge/bar area has a bar, sink and glasswasher. You can run your own bar, hire a local bar service, or combine both. Glasses are not included but are typically provided by bar service companies.

Alcohol licensing:

Free drinks need no licence. If alcohol is sold, a Temporary Event Notice (TEN) is required — applied for through EHDC Licensing. Your bar service supplier can handle this, or we can advise you. Just ask.



Local suppliers

Finding reliable suppliers is one of the most time-consuming parts of planning a DIY reception. We maintain a list of local caterers, bar services, florists, photographers, table dressers and other suppliers

that previous hirers have used successfully at the hall. It is available on our website at www.beechvillage.org.uk/wedding-and-party-suppliers.

Music and sound

The hall has a built-in sound and lighting system suitable for evening dancing — for many couples this removes the need to hire a DJ separately. A sound limiter is set at 95dB, which comfortably accommodates a lively reception. If you are hiring a live band or external DJ, please brief them in advance. Music outside the building is not permitted.



Welcome display

The hall entrance has a large digital welcome display, included in your hire. Prepare a PDF of your chosen photos — a collage of memories across the years — and send it to us in advance. We load and schedule it via our display system so it is playing automatically when your guests arrive. No setup on the day, no cables to fiddle with.



Accommodation for guests

The village of Beech is within easy reach of Alton, Four Marks, Basingstoke and the surrounding villages, which offer a range of options including hotels, pubs with rooms, B&Bs and self-catering properties.

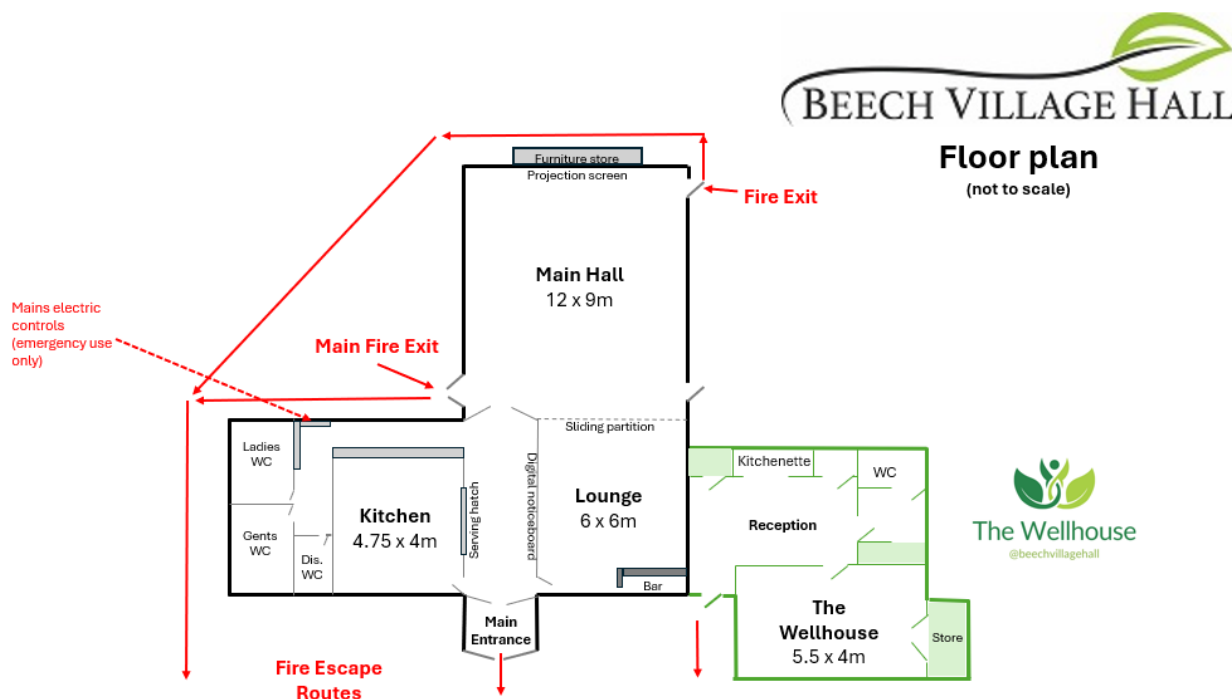


Organising your event

What we do: the hall will be clean, warm and ready when you arrive on Friday. We are contactable if something unexpected arises. There is no coordinator on the day, you will need to plan and manage your event including the health and safety of your guests.

One option worth considering is hiring a day-of coordinator — a freelance wedding coordinator who manages suppliers, timings and logistics on your behalf. This is a popular choice for village hall receptions and can make a significant difference to how the day runs. If you would like suggestions, get in touch and we can help.

Our floor plan



How to book

Check availability and book at www.beechvillage.org.uk/weddings. Select a Friday from 18:00 through to the following Sunday at 12:00 and choose Wedding Reception as the activity. First-time users will be asked to create an account. Prices in the online system exclude VAT.

We will invoice you on receipt of your booking request. Your booking is confirmed when the £200 deposit is received, we ask for the full hire charge 30 days before your event.

Contact	Details
Email	bookings@beechvillage.org.uk
Phone	07501 187496
Website & FAQs	www.beechvillage.org.uk/weddings
Local suppliers	www.beechvillage.org.uk/wedding-and-party-suppliers

