

# BEACON HILL SPORTS ASSOCIATION

## Wickham Bishops Village Hall – Booking Form

### Notes To Assist Booking Process

#### Hall Availability

The Village Hall is available to hire from 8.00am to 11.30pm daily except Sundays (8.00am to 10.00pm). Certain restrictions apply to the playing of music and bookings for certain events will not be considered (see Conditions of Hire points 2 and 10).

#### Choice Of Three Rooms

The Main Hall is for larger functions such as weddings and dances. It can hold 270 in theatre-style seating and 150 seated at tables. The Small Hall is for smaller functions such as children's parties or meetings and can hold 70 people. The Board Room is for small business meetings or presentations and can seat 24 delegates.

#### The Cost Of Hire

There is a Booking Deposit of **£300.00** for the Main Hall (including an Accidental Damage element) and **£100.00** for the Small Hall and **£100.00** for the Board Room. In the event of cancellation where a Booking Deposit has been paid a sliding scale of refunds apply (see Conditions of Hire point 4).

The Hire Fee for the Main Hall (to include stage and kitchen) is **£32.50 per hour**. The Hire Fee for the Small Hall is **£19.00 per hour**. The Hire Fee for the Board Room is **£15.00 per hour (or £90 for a full day, £50 for a half day and £50 for an evening)**. There are special rates for all day bookings and regular repeat bookings upon application to the Booking Clerk.

In all cases involving the sale of alcohol a £35 fee will be levied to cover the cost of the Licence.

If music is being played at the event and you do not have a Performing Rights Licence (which must cover both Performing Rights Society (live music) and Phonographic Performance Limited (recorded music) requirements) a levy is payable based on the number of attendees as follows: Up to 100 - **£10.00**; Up to 150 - **£15.00**; Up to 200 - **£20.00**; Up to 250 - **£25.00**; Over 250 - **£30.00**.

#### Booking Procedure

The form overleaf should be completed and returned together with the relevant Booking Deposit to the Booking Clerk: **Mrs M MacGregor, 18b Grange Road, Wickham Bishops, Witham, Essex, CM8 3LT.**

The outstanding balance together with any relevant documentation (e.g. photocopy evidence of your PRS and PPL licence or Bar Licence) must be given to the Booking Clerk no later than one calendar month before the event takes place. Failure to do so may result in the booking being cancelled.

The Booking Deposit will be refunded in full when the Hall key fob is returned after the event, subject to Conditions of Hire points 5, 15, 16, 18 and 20.

**ANY QUERIES ABOUT THE BOOKING PROCESS OR HIRING OF THE HALL GENERALLY SHOULD BE DIRECTED TO THE BOOKING CLERK ON 07543033783.**

To Be Completed By The Hirer

Name (individual or Club/Association):.....

Address:.....

Telephone Number:.....

Email:.....

Number attending event:.....

Bar Licence applied through (if applicable):.....

Hire Declaration

I/We wish to hire the Main Hall/ Small Hall/ Board Room (delete as appropriate) on .....(date of event) for ..... hours between .....am/pm and ..... am/pm at a cost calculated as follows:

Hire Fee ----- £ ( ... Hours @ £..... per hour)

Booking Deposit----- £

Performing Rights Levy £

Alcohol Licence £

Total Cost £

I/We have read and accept the Conditions Of Hire and enclose the relevant Booking Deposit (Cheque payable to B.H.S.A) to secure the Booking.

Signed: .....

Print Name: .....

-----FOR BHSA USE

Date Received Booking Deposit: .....

Date Received Balance of Cost of Hire: .....