

# BEAFORD VILLAGE HALL

## BOOKING PROCEDURES

- Check availability of required date with Booking Clerk or on-line calendar
- Download or contact Booking Clerk for a Booking Form and a copy of the Terms & Conditions
- Submit completed Booking Form, signed Terms & Conditions and deposit payment to Booking Clerk
- Ensure full payment is made at least seven days prior to the date of the booking
- Collect key from Booking Clerk at a pre-arranged time immediately prior to the booking
- Hand key back to Booking Clerk after the booking
- Deposit to be returned following a satisfactory inspection of the hall by a member of the committee

Regular users will still need to complete a Booking Form and sign the Terms & Conditions but will not need to pay a deposit.

## BOOKING CHARGES

Period of hire	Standard Rate	Beaford Residents Rate	Regular User Rate	Deposit
<b>Standard Hire</b>	£55 per session	£40 per session	£18 per session or £6 per hour	£50
<b>Wedding Weekend</b>	£350 per weekend	£250 per weekend		£200
<b>Children's Party</b>	£35 per session	£25 per session		£50
<b>Charity Event</b>	£25 per session	£25 per session		£50

### Session times

Morning	8am - 1pm
Afternoon	1pm - 6pm
Evening	6pm - 11pm

Wedding Weekend                      Friday, Saturday and Sunday morning

A 'Beaford Resident' is anyone residing within the parish of Beaford or whose child attends Beaford Primary School

### Setting Up Time

Organisations that book the hall and need time to set up for their events, may be able to gain access prior to the event at no extra charge, providing that no other booking is received. To guarantee access from a certain time, the hall must be formally booked and the full charges will apply.

### Cancellations

Cancellations of bookings within 48 hours of the event will be charged at the booked rate.