



Children's Parties

AT BEECHEN HALL





Welcome

Arrangements can be made to visit the hall, at a mutually convenient time, by contacting Melanie Fooks, Angie Candy or Pauline Bowdery at the parish office.



☎ 01634 861237

✉ assistant-clerk@boxleyparishcouncil.org.uk

www.boxleyparishcouncil.org.uk

Leaflet designed by Jack Emirali

Facilities

Beechen Hall is a modern yet intimate hall and is an ideal venue for children's parties.

Height Measurements:

Floor to Middle of ceiling - 4.03 metres

Floor to ceiling - 2.7 metres

Floor to picture rail - 2.6 metres

Small Room Adjacent to the main hall (5.5m by 3.5m)

Reasons why you should choose us

- **Helpful and friendly staff**
- **Affordable hire fees**
- **Decorated and maintained to a high standard**
- **Modern kitchen with oven and hob and fridge freezer, hot water boiler. Crockery and cutlery for 70 place settings**
- **Illuminated car parking for 60 plus cars and disabled parking**
- **16 large rectangular tables, 16 small tables and 180 chairs. Pre-school children's tables and chairs to seat 26 children**
- **Disabled access with disabled toilet**
- **Baby changing facilities**
- **Ideally located with easy access to M2, M20 and A229**
- **Premises secured by CCTV**



Party checklist

3 months

- Book Beechen Hall
- Plan your theme
- Book your entertainer
- Create or order your invitations

2 months

- Send out your invitations
- Plan your menu
- Order a birthday cake (or design your own)

1 month

- Finalise numbers
- Purchase tableware
- Purchase or make decorations
- Make up any party bags or sweet cones

Your notes:

Working to a budget.... small or large!

Children's parties are special events and can be very expensive and budgets vary, but both your child and you want the day to be special and memorable.

By hiring Beechen Hall you already have a light and airy space in good surroundings and it is a blank canvas for your child to have an amazing birthday!

If you have the budget you can hire in decorators, caterers, bouncy castles, even a dance floor.

Although we do not recommend companies, this brochure supplies details of some of the companies that have worked at this hall.

Forward planning is the key to the day running smoothly and there is other information provided in this brochure that will hopefully help you.

Suggested Party Themes

- Superheroes
- Space
- Peter Pan
- Princess parties
- Pirate parties
- Lego
- Frozen



Facility Providers

ICE CREAM VANS

Carol's Ice Cream - 07859 052901 - www.carolsicecream.co.uk

HALL DECORATIONS

Finishing Touches - 01634 365599 - www.finishingtouches94.co.uk

Balloonarama - 01634 660582 - www.balloonaramakent.com

Amore Events and Balloons - 07957 376777 - www.amoreevents.co.uk

CAKE MAKERS

Creating Cakes - 01795 426358

Christine Felstead Wedding Cakes - 01474 560268

Deliciously Yummy - 07795 546795 - www.deliciously-yummy.co.uk

ENTERTAINMENT

Teenie Boppers - Simone 01732 220522 - www.teenie-boppers.co.uk

Richie C Disco - 01634 222970/07720 893162 - www.richiecdisco.co.uk

Mr Fizz/Masks Magic - 01634 376153 /077735 31801 - www.mr-fizz.co.uk
www.masksandmagic.co.uk

Sounds Unlimited - 07956 387349

Bee Jay Entertainments - 01634 243262 - www.beejayentertainments.co.uk

Song n Dance - Mark - 07816 549288 - www.songndance.co.uk

STN Road show - 0800 018 7001 - www.stndisco.co.uk

Rainbow Sounds (Paul) - 07801 940580

Joes Mobile Disco - 01634 687325/07956 387349

Boogiemania Entertainment - 01622 676306 /0771 8446009 www.boogiemania.com

DJ Terry J Lewis - 07974 123567 - www.djterryjlewis.com

Contra Band - 01634 821446

Super Sounds- 07540 293801

Crazy Face Paint (Jules and Andy) - 07952 612234 - crazyfacepainting@live.co.uk

Song 'n' Dance - 07816 549288 - www.songndance.co.uk

Hire Fees

Hall and Kitchen	Saturday		Sunday	
Before 18:00	12:30 – 18:00	£24.70 p/h	11:00 – 18:00	£24.70 p/h
After 18:00	18:00 – 23:30	£32.20 p/h (£177.10 – 5.5 hours)	18:00 – 20:30	£32.20 p/h
DAY RATE	12:30 – 23:30	£305.00 per day	11:00 – 20:30	£235.00 per day
Hall, Kitchen & Side Room				
Before 18:00	12:30 – 18:00	£30.10 p/h	11:00 – 18:00	£30.10 p/h
After 18:00	18:00 – 23:30	£37.50 p/h (£206.25 – 5.5 hours)	18:00 – 20:30	£37.50 p/h
DAY RATE	12:30 – 23:30	£355.00 per day	11:00 – 20:30	£277.00 per day

Functions must finish at 23:00 on Saturdays and 20:00 on Sundays
 You must vacate the hall 30 minutes after these times



Booking

To check for availability and to book the hall simply call the office on 01634 861237. A provisional booking will be made and full details of the cost and hire conditions will be sent to you. You will then have 14 days in which to decide whether you wish to proceed with the booking. To secure the date, return the signed booking form along with a 50% deposit of the hire fee*. Four weeks prior to the event you will be required to pay the remainder of the hire fee, a £2 public liability insurance fee and the damage waiver deposit.

*Payment can be via cash, a cheque or bank transfer

Bank	HSBC
A/C Name	Beechen Hall
A/C No	11162284
Sort Code	40 45 50
Reference	Your surname and the booking reference number on the form (e.g. Smith 111)

Minimum Hire Period

Saturday after 18:00 – 4 Hours. Bookings can be made to the hour or half hour.

Booking Deposit is 50% of the hire fee to be returned with the booking form.

Cancellations

Less than 1 month's notice - booking deposit and balance of hire fee retained.

Between one and six months' notice - booking deposit retained.

More than six months' notice -

Administration fee of £25.00 (*Appeals may be made in cases of hardship*).

Refundable Deposit

£150.00 (for damages, breakages, misuse etc).
Payable 4 weeks in advance with the balance of the hire fee.

Penalty

Late vacation will be considered a breach of contract, departure after the specified end of hire time will be charged at double rate per half hour period.

On the day

- On the day of your hire you should arrive at the hall **10 minutes prior to the time shown on your booking form.**
- Upon arrival you will be welcomed by a member of the caretaking staff who will show you around and handover the hall to you. After this you may begin your set up for your event. Please do not try and do this prior to the handover. **Please note that the caretaker will only wait for 15 minutes after your appointed time unless otherwise agreed in advance.**
- If you arrive late and have to summons the caretaker back you will be charged an attendance fee of 1 hour's rate of hire.
- You will be left with an information file, which should answer any questions that arise throughout your hire, and also act as a reminder of the facilities available. Please check the information book prior to summoning the caretaker.
- Excessive call outs that are not due to any problem caused by the hall or fixtures and fittings may result in an attendance fee being charged. The information should be brought to the attention of your service providers so that they are also aware.



We kindly ask that the hall is left as it was found, i.e. tables and chairs wiped and stacked away, the hall floor swept, all decorations removed and a clean kitchen. Failure to do so may result in additional charges being implemented.

- Outside entertainers and caterers must take away all their own rubbish.
- Any cardboard boxes for disposal by the hirer must be broken down before being put in the box under the counter in the kitchen for recycling.
- We kindly ask that hirers take away any glass bottles or cans for recycling.

Failure to comply may result in retention of part of the refundable deposit for any costs incurred by the Parish Council in disposing of excess refuse.

After Event Cleaning Service

Beechen Hall may be able to offer an after event cleaning service on a Saturday at a charge of £20 an hour. This consists of clearing/cleaning tables, putting tables and chairs away, washing down the kitchen tops and sweeping the hall and kitchen. Further information can be obtained from the parish office and must be requested at the time of booking. Payment for this service should be made on the night to the caretaker on duty either by cash or cheque (made payable to Beechen Hall).

Departure Times

Hirers are asked to respect the hire agreement contract and the hall **must** be vacated by the specified end of hire time. **Any departure after that time will be charged at double rate per half-hour period.** Clearing up generally takes about an hour for large events and half an hour for smaller ones.



We hope you found our brochure helpful.
Whether you choose to use us or not, we
wish your child a happy birthday!