

## Beechen Hall request for equipment

Hirer Name.....No.....

Date of Hire.....

Please specify how many you require

- Cutlery : knives, forks, large spoons, small spoons (70 place settings)
- Large Plates (70)
- Small Plates (70)
- Bowls (70)
- Other Cups and Saucers (70)
- Plastic Jugs (6)
- Children's Plastic Cups (56)
- Children's Tables and Chairs to seat 40 pre-school children

Please note all equipment hired must be cleaned after use.

Signed.....

***Please detach and return with your booking form.***



Boxley Parish Council

## Beechen Hall Hire Information



This booklet is designed to answer any questions you may have about hiring the hall. We are pleased that you have considered our hall for your event and the council requests that you abide by these conditions and the agreement you sign, so that your event is both safe and successful.

### **Facilities and deliveries to the hall**

The following facilities are available at the hall, if you require more tables etc then it is up to the hirer to arrange these.

Please note that if additional equipment is being delivered for your event then you **must notify and clear this with the parish office and also supply contact details of the company you plan to use.** The parish office is only open part time and delivery/pick up dates/times must be booked with the parish office to guarantee that your equipment is received on time for your event.

- Main hall - 20m by 10m, committee room – 5.5m by 3.5m. The hall is very light and airy, has a mirrored wall, and maintained to a high standard of cleanliness. The height of the main hall is 4.03 metres from floor to middle ceiling and 2.7m floor to lower ceiling.
- Versatile lighting in main hall, foyer and committee room including spot lights.
- Picture rail from which decorations can be hung using blue-tack or the hooks provided. The distance between the floor and the picture rail is 2.6m, the hooks are 0.5m apart.
- Illuminated car park for 60 plus cars.
- Modern kitchen with 6 burner hob and oven, 9 power points and a wall mounted water boiler.
- Disabled access to hall and a disabled toilet with baby changing facilities.
- Crockery and cutlery for up to 70 place settings. 56 children's plastic cups and 6 jugs.
- Tables and chairs – 16 large rectangle (6' L, 2'6" W, 28" H), 16 small (3' L, 2'6" W, 28" H) and 180 chairs. Child size chairs and tables to seat 40 children.

### **Insurance—Please read carefully**

Boxley Parish Council strongly recommends Hirer's Liability Insurance cover at a small cost of £2.00 per event. This cover would protect the hirer against claims for compensation by the public arising from legal liability for loss or damage to property and/or injury or death to members of the public. Limit of indemnity is £2,000,000 for any one incident (excess first £100). A copy of the insurance cover details will be supplied upon request.

## On the Day

- On the day of your hire you/your representative 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 hours rate of hire.
- You will be left with an information file, which should answer any questions that arise throughout the day, 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.
- Depending on the length of the hire, you may be provided with a key to the front door. The number of the duty officer will also be provided in the event of any problems.

**We kindly ask that the hall is left as it was found, ie 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 bars 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 pink 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 Clean

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).

## Arrival & 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. Late arrival will also incur the same charges.

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## REPTILE PARTIES

Petaholics— Steve 01634 215070. [www.petaholicsltd.co.uk](http://www.petaholicsltd.co.uk)

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## EQUIPMENT HIRE

B & B Catering - 01474 813362 [www.bandbcatering.co.uk](http://www.bandbcatering.co.uk)

Ambassador Furniture Hire (James) 01233 666172

Deliciously Yummy— 07795 546795—[www.deliciously-yummy.co.uk](http://www.deliciously-yummy.co.uk)

Event Covered—08450 945953/07999 199904—[www.eventcovered.co.uk](http://www.eventcovered.co.uk)

Janets China Hire—01622 844646—[www.janetschinahire.co.uk](http://www.janetschinahire.co.uk)

K's Tables—Micheala 07595369303 or Sholene 07551160749.

Swift Hire—Phillip Clarke 07889 770400—[www.swiftire.co.uk](http://www.swiftire.co.uk)

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## CAR HIRE & SPECIAL VEHICLES

Odds Car Hire—01634 220529 [www.oddscahire.co.uk](http://www.oddscahire.co.uk)

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## BOUNCY CASTLE / SOFT PLAY EQUIPMENT HIRE

A1 Bouncy Castles— 01634379660 — [www.a1-bouncycastles.com](http://www.a1-bouncycastles.com)

Bounce Kingdom—07722 460202—[www.bouncekingdom.co.uk](http://www.bouncekingdom.co.uk)

Bouncy Castle, Sumo Suit & Face Painting Hire—01634 513011/07920 850596—[www.bouncycastlehire.medway.co.uk](http://www.bouncycastlehire.medway.co.uk)

Cheeky Charlies Soft Play—07810 411155—[www.cheekycharliessoftplay.co.uk](http://www.cheekycharliessoftplay.co.uk)

D&E—01634 352647— Mobile 07791 402068—[www.dandebouncycastles.co.uk](http://www.dandebouncycastles.co.uk)

Medway Leisure—07976 760472—[www.medwayleisure.co.uk](http://www.medwayleisure.co.uk)

Party 4 You—0845 4677768—[www.party4you.co.uk](http://www.party4you.co.uk)

Squidgeez Soft Play and Inflatables Hire—01474 561416—[www.squidgeez.co.uk](http://www.squidgeez.co.uk)

Children's Parties R Us—07955 310434—[www.childrenspartiesrus.com](http://www.childrenspartiesrus.com)

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## CHILDREN'S ENTERTAINERS

Mr Fizz/Masks Magic — 01634 376153 /077735 31801 [www.mr-fizz.co.uk](http://www.mr-fizz.co.uk)  
[www.masksandmagic.co.uk](http://www.masksandmagic.co.uk)

Duncan Doughnut — 01634 376468—[www.duncandoughnut.co.uk](http://www.duncandoughnut.co.uk)

Children's Parties — 01273 327551 - [www.wearechildrensparties.co.uk](http://www.wearechildrensparties.co.uk)

Chris Moor — Magician— 07909 727790 /01634 241960

Simply Fun Parties—07581325878—[www.simplyfunparties.co.uk](http://www.simplyfunparties.co.uk)

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## ICE CREAM VANS

Carol's Ice Cream—07859 052901—[www.carolsicecream.co.uk](http://www.carolsicecream.co.uk)

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## CAKE MAKERS

Creating Cakes— 01795 426358

Christine Felstead Wedding Cakes—01474 560268

Deliciously Yummy— 07795 546795—[www.deliciously-yummy.co.uk](http://www.deliciously-yummy.co.uk)

The use of any of the above-mentioned services is to be agreed directly between the service hirer and provider. Boxley Parish Council accepts no liability as to the integrity of the above providers, the availability, quality of service, or to the accuracy of the above-printed details.

This list is provided for information only. If any of the above are no longer available, please inform the parish office on 01634 861237.

# Beechen Hall Helpful Contacts

## CATERERS

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Ambers Catering – 01795 438258/07702 706807

The White Horse – 01634 842801/07970 013456

L&R Wedding Services—lrweddingservices.webden.co.uk

Whitehead Catering - 01795 427950/07960 173808 www.whiteheadcatering.co.uk

Medway Hog Roast - 07811 022987—www.medwayhogroast.com

Around Hog Roasts—07972 684332—www.aroundhogroasts.co.uk

## BARS

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The Three Sisters – 07876 231347

The Wheatsheaf – 01622 752624

The Good Intent - 07775 712778

Brooks Bars—01622 844874/07793 352457

Elite Events — 07841 873380—www.eliteeventsuk.co.uk

Kent Mobile Bars—01227 701042—www.kentmobilebars.co.uk

Kings Arms – 01634 717490 www.kingsarmsupnor.co.uk

Purple Fizz— 01322 687721/07851 399752 www.purplefizz.co.uk

## DISCOS/MUSIC/LIVEBANDS

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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

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

Super Sounds—07540 293801

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

Retro-Techno Mobile Disco—07707 094075—www.retrotechno.co.uk

## HALL DECORATIONS

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Finishing Touches – 01634 365599—www.finishingtouches94.co.uk

Balloonarama – 01634 660582—www.balloonaramakent.com

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

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

The Creative Venue—Claire Smith 07746 094021—www.thecreativevenue.co.uk

## STAGE/FLOOR HIRE

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Starlight Dance Floors - 0845 1081842— www.starlightdancefloors.co.uk

## FACE & BODY PAINTING

Little Poppets – 07932 665516—www.littlepoppetsfacepainting.co.uk

## Important Notes

SMOKING IS NOT ALLOWED ANYWHERE WITHIN THE PREMISES

**Smoke or mist/water vapour machines, indoor fireworks, confetti and bubble machines are not allowed due to damage and staining to the hall floor. The hall has a smoke detector which will be activated by this type of equipment.**

**If these are used the hirer will be liable to an extra cleaning or call out charge.**

Any equipment brought into the hall, e.g. tables, chairs, musical equipment, must be removed at the end of the hire unless **prior permission** has been received from the parish office for a later collection time. Failure to comply will be considered a breach of contract.

Electrical circuits at the hall are protected by a 30mA trip switch, designed for general use and safety. If a hirer proposes to use electrical equipment within the hall, they must be satisfied that the equipment is suitable for that use. Boxley Parish Council accepts no responsibility for failure of any equipment, for whatever reason. It is imperative that a hirer ensures their DJ or entertainer does not by-pass the noise inhibitor. If it is by-passed and complaints are made then the law allows the equipment to be seized and the event being closed. The Caretaker is instructed to turn the electricity off if the instruction is ignored as this is a breach of contract, and could lead to the hirers damage waiver deposit being retained

If a problem occurs during an event and the Caretaker attends, hirers are asked to ensure that they are not abused by drunken guests. Unfortunately there have been some recent incidents whereby staff have been confronted by drunk guests who are being abusive and aggressive and this behaviour is not acceptable.

## Bouncy Castles

Bouncy castles may be used at hirers' own risk. Any damage to the hall or injury to persons using the bouncy castle will be the responsibility of the hirer. The hirer must ensure that no damage is done to the floor, particularly by heat or scratches. Hirers bringing in bouncy castles are required to submit a copy of the public liability insurance to the parish office prior to the event. The height of the main hall is 4.03 metres from floor to middle ceiling and 2.7m floor to lower ceiling. You must inform the booking secretary at the time of booking if you intend to hire a bouncy castle.

## 16th—21st Birthday Parties

Boxley Parish Council has recently introduced a new policy and helpful hints leaflet for these events. Please ensure you make the booking secretary aware at the time of booking so that this information can be provided.

## Meeting Room

Beechen Hall has a committee room available to hire for small meetings, training sessions etc and caters up to 12 people comfortably (dependent on layout). The room is furnished with padded chairs and multi-media equipment is also available for hire. The current rate per hour is £7.30 (Mon-Fri) £10.00 (Sat/Sun). Please contact the booking secretary for availability.

### Car Park

The car park is secured overnight and may not be opened the next day. If any cars are to be left overnight then this should be cleared with the office or the caretaker so that a single pick up time can be arranged.

### Cancellation Policy

#### Notice of cancellation

Less than 1 month

Between 1 and 6 months

More than 6 months

#### Payment retained

Booking deposit and balance of hire fee

Booking deposit

Administration fee of £25

*Appeals may be made in cases of hardship.*

Beechen Hall has a snow policy concerning unavoidable cancellation due to bad weather and hirers faced by this will be contacted.

### HALL HIRE RATES — effective from 1 January 2017

#### **MONDAY—FRIDAY**

Hourly basis (School Holidays) 9am –6pm

**H/K**

£15.80 ph

**H/K/CR**

£21.00 ph

6pm—10pm (School Holidays)

£21.00 ph

£26.30 ph

**SATURDAY** day rate 12.30pm – 11.30pm

£305.00

£355.00

Hourly basis 12.30pm to 6.00 pm

£24.70 ph

£30.10 ph

6.00pm to 11.30pm

£32.20 ph

£37.50 ph

**SUNDAY** day rate 11.00am – 8.30pm

£235.00

£277.00

Hourly basis 11am — 6.00 pm

£24.70 ph

£30.10 ph

6.00pm to 8.30pm

£32.20 ph

£37.50 ph

H= Hall , K = Kitchen , CR = Committee Room.

For 16th—21st Birthday Parties different rates apply, please contact the booking secretary for more details.

Committee Room is available for hire with main hall at weekends and on its own during the week, please enquire for prices.

**Arrangements can be made to visit the hall to view the facilities,  
please call Melanie on 01634 861237.**

If you have any more questions or wish to view the hall prior to your event please contact the office:

Beechen Hall

Wildfell Close

Walderslade, Chatham

Kent. ME5 9RU

Tel: 01634 861237

Email: [assistant-clerk@boxleyparishcouncil.org.uk](mailto:assistant-clerk@boxleyparishcouncil.org.uk)

[www.boxleyparishcouncil.org.uk](http://www.boxleyparishcouncil.org.uk)

The office is open **Monday to Thursday** 8.30am—3pm **Friday** 8.30am—2.30pm

***If you have any questions for the booking secretary please list them below.***

### ***Notes & Questions***