

Bookings 2025



Welcome to Emersons Green Village Hall

Throughout this document there are several abbreviations:

Main Hall:	MH
Willow Room:	WR
Park Room:	PR
Green Room:	GR
Emersons Green Village Hall	EGVH

Please note your booking will remain as pending and is not a confirmed booking until Emersons Green Village Hall have received the booking form and the deposit has been received (if applicable).

If you have any questions, our Operations Administrators will be happy to help. Please contact the team on reception@egvh.org.uk or 01454 862182

BOOKING FORM

Section 1 – Booking Group (tick one of the boxes below)

Regular Hirer – All year-round

☐

Term Time only

☐

Charity

☐

Business

☐

Charity number _____

Non-Profit Organisation

☐

Name of Organisation _____

Small Party

(Parties 59 people and under)

☐

Large Party

(Parties 60 people or more)

☐

Max number of participants:

(Including adults and children) _____

Will an inflatable be used? Yes / No (Please delete as appropriate)

If No - go to **Section 2**.

If Yes - please provided the following information:

Name of inflatable provider: _____

Name of inflatable booked: _____

1) For any bookings involving an inflatable a copy of the providers Public Liability Insurance and Safety certificate must be e-mailed to reception@egvh.org.uk at a minimum of 3 weeks prior to the event.

2) Inflatables can only be used in Main Hall only.

☐

Please tick to confirm I understand the two points above.

Section 2 – Facility, Time, and Date

Main Hall	Willow Room	Park Room	Green Room	Kitchen	Servery
(Max 120)	(Max 40)	(Max 25)	(Max 12)	(MH +PR only)	(WR only)

Date required (DD/MM/YYYY): / /

Booking Start time: Booking Finishing time:

Event/ party start time: Event/party finishing time:

Please note: Set up and clear away time must be included in your booking times.

Section 3 – Additional Services and Equipment

Bluetooth Stereo	Extension Lead	Flip chart and pens	Projector	Microphone
				(MH Only)

Set up and tables and chairs *	Clear away tables and chairs	Hot Water urns	Small Tea trolley	Large Tea trolley
			(Qty required)	(Qty required)

*Please note if set up is required a diagram of how you wish the set to look like will need to be sent to reception@egvh.org.uk at least 2 weeks before the booking date.

Section 4 – Supplementary Information

Please tell us a little more about how you will use our venue.

Booking Purpose:

(Please describe in detail as possible such as type of event; any equipment you will be bringing etc).

Is your event open to the public to attend? Yes / No

If No - move to **Section 5**

If Yes - Please send a copy of your Risk Assessment to reception@egvh.org.uk at least 1 month prior to the booking.

☐ I understand that EGVH may cancel my booking if a Risk Assessment has not been received, 2 weeks before the date of the event.

Section 5 – Billing information

First name _____ Last name _____

Address _____

Town _____ Post code _____

Email address: _____

Phone number: _____

Purchase Order Number: _____

Section 6 – Bank Details
(Only complete for Small and Large Party bookings)

Bank Account details.

For any small or large party booking we require bank account details for Emersons Green Village Hall to return your refundable deposit.

Bank Name _____

Account holder _____

Account Number: _____ Sort code: _____

Confirmation: I, the hirer, hereby confirm that I have read, understand and agree to the Terms and conditions.

☐ I understand that Emersons Green Village Hall does not allow alcohol onto the premises.

☐ **Conditions of Hire:**
I am 18 years or older and I accept the conditions of hire for this booking request.

☐ **GDPR Protection:**
I give consent to Emersons Green Village Hall to use my name, E-mail, phone number and address to process this booking request and to store my data for future booking requests and accounting purposes. This is mandatory to book with the system and these details are not used for any other purpose.

Full name (Print): _____

Signature: _____ Date: ____ / ____ / ____

For Office use only

Accepted by: _____ Date: ____ / ____ / ____

Added / Approved to online system. ☐