Bookings 2026

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 booking deposit has been received.

Any discounts available for Charities and Non-profit organisations will be applied on the final invoice.

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)

Charity ☐ Business ☐ Non-Profit Organisation ☐

Small Party
(Parties 59 people and under) ☐

Large Party
(Parties 60 people or more) ☐

Charity number: _____ Charity Name: _____

Business Name: _____

Name of Non-Profit Organisation: _____

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 10)	(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 * (Business Hire only)	Clear away tables and chairs (Business Hire only)	Hot Water urns	Small Tea trolley (Qty required)	Large Tea trolley (Qty required)

*** Business Hire only -** 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 6**

If Yes – move to **Section 5**

Section 5

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.

Do you hold Public liability insurance Yes No

Are you playing music during your sessions Yes No

If Yes do you hold a music license either personally or under the company umbrella Yes No

If a music license is not held but music is being played what is the reason for exception:

Section 6 – Billing information

First name _____ Last name _____

Address _____

_____

Town _____ Post code _____

Email address: _____

Phone number: _____

Purchase Order Number: _____

Section 7 – Bank Details
(Only complete for Small and Large Party bookings)

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

Bank Name _____

Account holder _____

Account Number: _____ Sort code: _____

Declaration:

☐ 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.

☐ I agree and accept EGVH Terms and Conditions of hire

EMERSONS GREEN VILLAGE HALL

☐ **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.

☐ I understand that Security charges may be added to my booking at the discertion of EGVH.

☐ I understand that EGVH require a 25% Booking fee to secure the booking. Failure to pay the Booking fee within 5 working days will result in the cancellation of my booking.

Full name (Print): _____

Signature: _____ Date: ____/____/____

For Office use only

Accepted by: _____ Date: ____/____/____

Added / Approved to online system. ☐