If you would like to hire Beechwood Hall you need to do the following:

- Ring the hall manager on 07762 118 985 to check if the dates / dates you require are available.

- Ask the hall manager to reserve the date / times you need the hall. **Your reservation will hold the hall for 5 days only.** If during the five days following your request, there is an enquiry for the same dates / times, the manager will ring you to check that you are continuing with the booking and will ask the second enquiry to wait.

- Download the booking form and send it off with one cheque for the hire charge and one cheque for a damage deposit. This cheque is held until after your event. If the hall is left ready for use at the end of your hire and no damage has occurred, it will be destroyed.

- Download the terms and conditions and READ THEM.

- After five days, if the manager has not received your booking form and cheque your reservation will be removed and the hall offered for hire to other enquiries.

- You are advised to phone and check that your form and cheques have arrived – <u>the manager will not contact you.</u>

- Before the date of your hire, look at the keyholders rota on this site. Phone the keyholder for the date of your hire, to let them know you will be collecting the key.

- If you are booking a series of dates you will receive a discount providing you pay for each months bookings in advance.