

# Oldbury on Severn Memorial Hall

To check availability of the Main Hall or Meetings Room an online calendar is available at [www.oldburyonsevern.uk/memorial-hall/](http://www.oldburyonsevern.uk/memorial-hall/). For further information please call Peter Orford, 01454 415346, 07739817560 or email [peter.orford@talktalk.net](mailto:peter.orford@talktalk.net) or the Hall Chairperson, Chris Jennings on 01454 418741/07740934182 or [cjlj@hotmail.com](mailto:cjlj@hotmail.com)

Hirers must complete this form and read and sign acceptance of the terms and conditions of hire. These can be found on the website. Please then send the completed form to the Booking Clerk: Peter Orford, by email [peter.orford@talktalk.net](mailto:peter.orford@talktalk.net). **The booking will be confirmed by Peter when the form has been received and availability is checked.** If you need clarity on the booking fee please contact Linda Jennings, (Treasurer) on the email/phone number below.

## Audio/Visual system

The Hall has both audio and visual systems that can be used if required. However, you do have to be trained and authorised on how to use them. Please contact Keith Miller on [keithmiller8@gmail.com](mailto:keithmiller8@gmail.com) for this training. Please allow at least 3 weeks prior to your booking for this to be arranged.

Period of Hire: (This must include set up and clear up time. Please make sure the floor is clean)

Date:.....Time/From.....To.....

Alternatively, if this is a longer term or regular booking please specify which days/times will be required.....

Purpose of hire.....

Name of Hirer/Responsible Person.....

Organisation:.....

Address of hirer

.....  
.....

Contact email:.....Contact tel.....

Email address for Invoice (if different to above).....

**Note, if you need to cancel/change your booking for any reason, you must email Peter Orford and copy in Linda Jennings. If you do not do this, you will be charged the full amount of your booking.**

I have read the terms and conditions of hire and accept them as a condition of hire.

Signature:..... Print Name.....

Date:.....

You can pay when you book the Hall, alternatively will be invoiced by email at the beginning of the month following your booking(s). You can pay by BACS transfer via Oldbury on Severn Memorial Hall, Sort Code: 09 01 51 Account No: 18075500. For payment queries tel: Linda Jennings on 01454 418741/07740934182 (email [cjlj@hotmail.com](mailto:cjlj@hotmail.com)). All invoices must be paid within 14 days of receipt.

**Electric door. The new disabled door is a powered door. It must be left in the manual mode (see instruction sheet in the Hall) when locking up at the end of your hire/day period. Failure to do this could seriously damage the door by burning out the motor.**