

Oldbury on Severn Memorial Hall

Booking Form

Revised: 27 May 2026

1. Hall Information & Contacts

Purpose	Details
Availability	Check the Hall Calendar
Booking Clerk	Peter Orford 01454 415346 / 07739 817560 PJBA2227@gmail.com
Hall Chairperson	Chris Jennings 01454 418741 / 07740 934182 cjlj@hotmail.com
Treasurer (Fees)	Linda Jennings 01454 418741 / 07740 934182 cjlj@hotmail.com

2. Booking Instructions

Complete form	Hirer must complete all sections of this form.
Terms & Conditions	Must be read and accepted (available on website).
Submit Form	Email completed form to Peter Orford.
Confirmation	Booking confirmed once form received and availability checked

3. Fire Safety

- Familiarise yourself with fire exits and fire precautions.
- Keep exits unlocked and accessible during hire.
- Secure all doors and windows before leaving.
- Ensure the floor is clean.

4. Audio & Visual Equipment

Training required Contact Keith Miller – keithmiller8@gmail.com

Notice period Allow 3 weeks before booking to arrange training.

5. Period of Hire

Date
Start Time
End Time
Regular booking details (if applicable)

6. Booking Details

Purpose of Hire
Name of Hirer / Responsible Person
Organisation (if applicable)
Address
Contact Email
Contact Telephone
Invoice Email (if different)

7. Cancellation Policy

Important Notice: To cancel or amend your booking, you must email **Peter Orford** and copy in **Linda Jennings**. Failure to do so will result in being charged the full booking amount.

8. Acceptance of Terms

Signature

9. Payment Information

Payment Method – BACS Oldbury on Severn Memorial Hall **Sort Code:** 09 01 51 **Account Number:** 18075500

Invoice Terms Pay within 14 days of receipt.

Payment Queries Contact Linda Jennings.

10. Electric Disabled Door

Important: The powered disabled-access door must be left in **manual mode** when locking up. Failure to do so may damage the motor. Instructions are displayed inside the Hall.