

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. 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.

6. 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.

7. Period of Hire

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

8. Booking Details

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

9. Acceptance of Terms

Signature

10. 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.