

Overbury Village Hall

Using the online booking system for the first time

These guidance notes are for first-time users of the online booking system and therefore include the initial stage of setting up a user account. Once this is set, you can log in and request bookings at any time. If you are unsure of your needs and just want to make an initial enquiry first, please use the contact form on our website in the first instance: <https://ocfoundation.org.uk/page/contact>.

Step 1 – Find the booking form

From the village hall page on our website (<https://ocfoundation.org.uk/page/village-hall>) you will find a link to the booking request form:



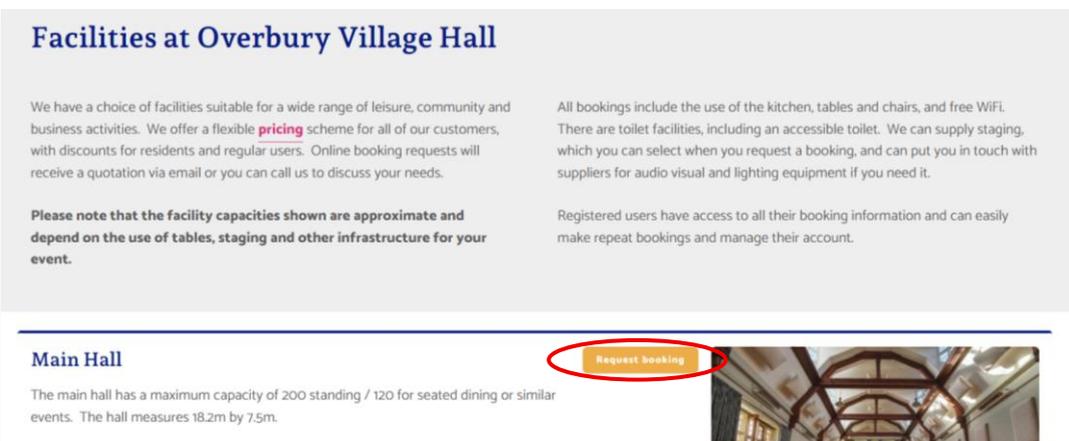
Welcome to Overbury Village Hall

Designed and built by Richard Norman Shaw in 1896 for Robert Martin, this beautiful Arts and Crafts building has been at the centre of community life ever since.

The hall is a flexible space that can cater for exercise classes, meetings, parties, events, weddings, shows and more. Check out our **prices**, see what we have to offer on the **Facilities** page and check availability on the **Calendar**. If you're ready to make a booking, you can jump straight to the **booking request form**.

Please note that there is no car park, so we ask that users park on the roadside with consideration for residents and estate workers.

If you're on the facilities page (<https://ocfoundation.org.uk/page/facilities>) you can click on the 'Request booking' link:



Facilities at Overbury Village Hall

We have a choice of facilities suitable for a wide range of leisure, community and business activities. We offer a flexible **pricing** scheme for all of our customers, with discounts for residents and regular users. Online booking requests will receive a quotation via email or you can call us to discuss your needs.

Please note that the facility capacities shown are approximate and depend on the use of tables, staging and other infrastructure for your event.

All bookings include the use of the kitchen, tables and chairs, and free WiFi. There are toilet facilities, including an accessible toilet. We can supply staging, which you can select when you request a booking, and can put you in touch with suppliers for audio visual and lighting equipment if you need it.

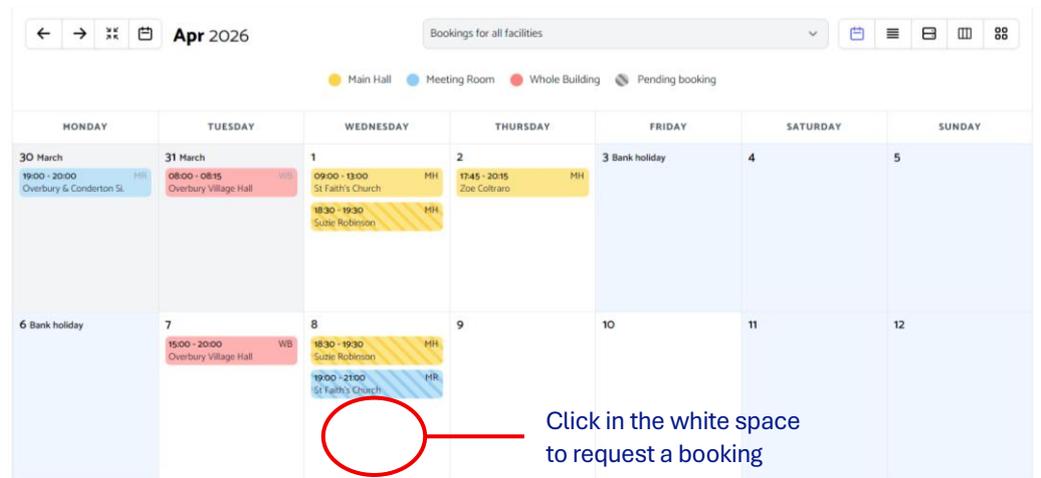
Registered users have access to all their booking information and can easily make repeat bookings and manage their account.

Main Hall

The main hall has a maximum capacity of 200 standing / 120 for seated dining or similar events. The hall measures 18.2m by 7.5m.

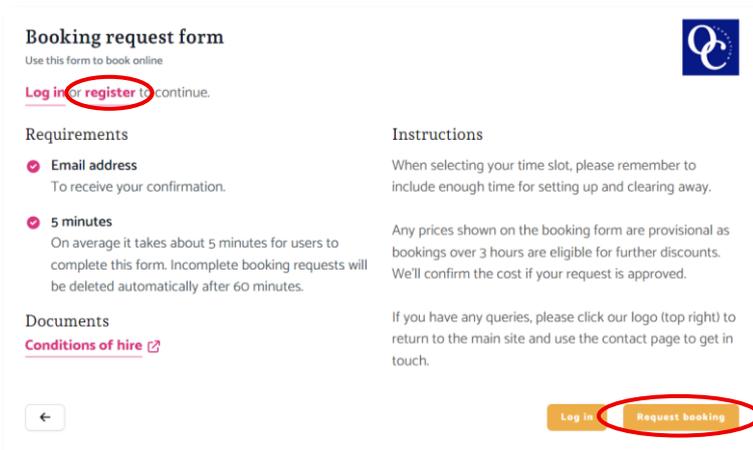
Request booking

If you're on the calendar page (<https://ocfoundation.org.uk/page/calendar>) you can click on the date you want to book:

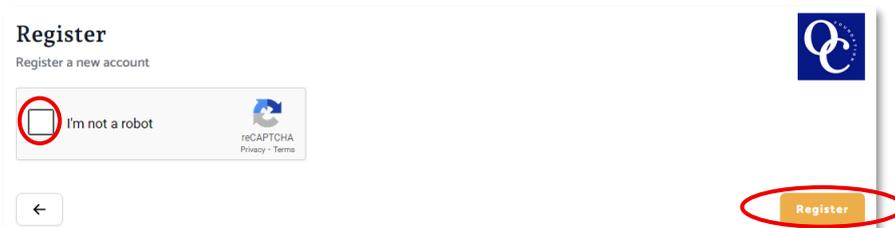


Step 2 – Register your user account

As a new user, you first need to register for an account. When the booking request form opens, either click 'register' or 'Request booking' – both options will have the same result:



Tick the 'I'm not a robot' box, follow the on-screen instructions and then click 'Register'.



Provide your registration details and click 'Register':

Register
Register a new account

YOUR EMAIL ADDRESS *
YOUR PHONE NUMBER *
YOUR FIRST NAME *
YOUR LAST NAME *

PROFILE TYPE *
Personal

You can register a profile for yourself or for your group/business. A group/business profile can be shared by multiple people and you can include your group/business name and other details on invoices

← Register

You will be sent an email to verify your email address. Open the email, click on the link and you will be presented with the booking request form again, only this time you will be logged in.

Step 3 – Make a booking request

Select dates and times

Once you're logged in and on the booking request form, just click 'Request booking':

Booking request form
Use this form to book online

Logged in as: User profile Logout

Requirements

- Email address**
To receive your confirmation.
- 5 minutes**
On average it takes about 5 minutes for users to complete this form. Incomplete booking requests will be deleted automatically after 60 minutes.

Documents
[Conditions of hire](#)

Instructions

When selecting your time slot, please remember to include enough time for setting up and clearing away.

Any prices shown on the booking form are provisional as bookings over 3 hours are eligible for further discounts. We'll confirm the cost if your request is approved.

If you have any queries, please click our logo (top right) to return to the main site and use the contact page to get in touch.

← Request booking

Select the booking group that best applies to you (if unsure, select 'Standard') and let us know how many participants you're expecting (attendees, staff, volunteers, etc.) so that we can check the total number of people in the building will be within safe limits. Click 'Continue' when done:

Booking group

Choose the option that best applies to you

Residents
People living in Overbury and Conderton

Regulars
Regular users

Standard
Bookings by commercial and private hirers, and for non-residents

Weekend package
Book from 3pm Friday through until 5pm Sunday

(MAX) PARTICIPANTS *
The maximum number of participants (incl attendees, staff, helpers, etc.)

100

X Continue

The booking screen will appear and shows the available times in 15-minute intervals. There's one column for the Main Hall, one for the Meeting Room and one for the Whole Building (main hall plus meeting room). Click on the start time for the facility you want to book. Move your mouse and you will see that this slot has turned green (if your mouse pointer hovers over the time slot it will appear red; clicking again will deselect the slot). Note, the same time slot for 'Whole Building' will turn grey as booking one of the two facilities now precludes anyone else from booking the whole building. **Make sure your start time allows sufficient time for setting up:**

	MAIN HALL Capacity: 200	MEETING ROOM Capacity: 30	WHOLE BUILDING Capacity: 200
	09:45 - 10:00	09:45 - 10:00	09:45 - 10:00
	10:00 - 10:15	10:00 - 10:15	10:00 - 10:15 -
	10:15 - 10:30	10:15 - 10:30	10:15 - 10:30
	10:30 - 10:45	10:30 - 10:45	10:30 - 10:45
	10:45 - 11:00	10:45 - 11:00	10:45 - 11:00

Scroll down to select your end time. There will be a short lag and then all of the time slots between the selected start and end times will turn green. **Make sure your end time allows sufficient time for clearing up:**

	MAIN HALL Capacity: 200	MEETING ROOM Capacity: 30	WHOLE BUILDING Capacity: 200
	16:45 - 17:00	16:45 - 17:00	16:45 - 17:00 -
	17:00 - 17:15	17:00 - 17:15	17:00 - 17:15 -
	17:15 - 17:30	17:15 - 17:30	17:15 - 17:30 -
	17:30 - 17:45	17:30 - 17:45	17:30 - 17:45
	17:45 - 18:00	17:45 - 18:00	17:45 - 18:00
	18:00 - 18:15	18:00 - 18:15	18:00 - 18:15
	18:15 - 18:30 Unavailable	18:15 - 18:30	18:15 - 18:30 Unavailable
	18:30 - 18:45 BK-1033	18:30 - 18:45	18:30 - 18:45 BK-1033
	18:45 - 19:00 BK-1033	18:45 - 19:00 Unavailable	18:45 - 19:00 BK-1033
	19:00 - 19:15 BK-1033	19:00 - 19:15 BK-1044	19:00 - 19:15 BK-1033

30 slots selected

← Repeat time slots Save & continue

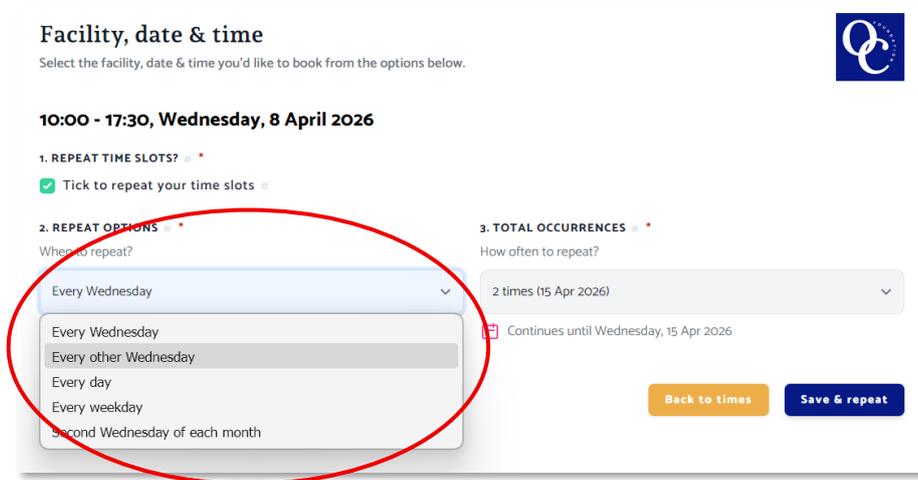
Your requested times appear with green shading

Unavailable times appear with grey shading

If this is a one-off booking, just click 'Save & continue'. But if you want to make a recurring booking, click 'Repeat time slots'.

Set up a recurring booking (these steps not required for one-off bookings)

If you clicked 'Repeat time slots', on the following screen, first select a repeat option:



The screenshot shows a booking form titled "Facility, date & time" with a sub-header "Select the facility, date & time you'd like to book from the options below." The selected date and time are "10:00 - 17:30, Wednesday, 8 April 2026".

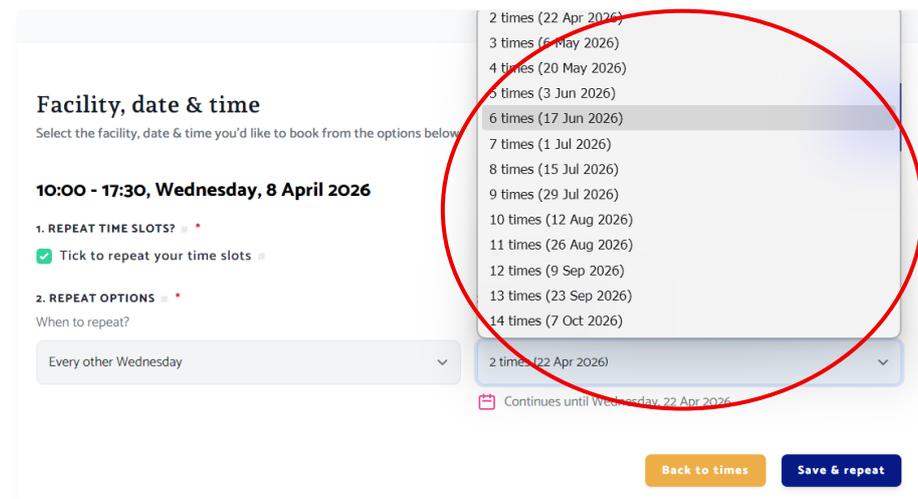
Section 1: REPEAT TIME SLOTS? Tick to repeat your time slots

Section 2: REPEAT OPTIONS When to repeat? A dropdown menu is open, showing options: "Every Wednesday", "Every other Wednesday", "Every day", "Every weekday", and "Second Wednesday of each month". This menu is circled in red.

Section 3: TOTAL OCCURRENCES How often to repeat? A dropdown menu shows "2 times (15 Apr 2026)". Below it, a calendar icon indicates "Continues until Wednesday, 15 Apr 2026".

Buttons: "Back to times" (yellow) and "Save & repeat" (blue).

Then select the number of occurrences and click 'Save & repeat':



This screenshot shows the same booking form as above, but with the "TOTAL OCCURRENCES" dropdown menu open. The menu lists options from "2 times (22 Apr 2026)" to "14 times (7 Oct 2026)". The "2 times (22 Apr 2026)" option is highlighted and circled in red.

Section 2: REPEAT OPTIONS When to repeat? The dropdown menu is now set to "Every other Wednesday".

Section 3: TOTAL OCCURRENCES How often to repeat? The dropdown menu is now set to "2 times (22 Apr 2026)". Below it, a calendar icon indicates "Continues until Wednesday, 22 Apr 2026".

Buttons: "Back to times" (yellow) and "Save & repeat" (blue).

Finishing up

You now have the option to add equipment and services. Select the options that you want, scroll down and click 'Continue':

Equipment & services

Choose from the list below to add extra equipment & services to your booking



Options that are available

Stage - large

5 or more staging panels (144 sqft to 208 sqft max). £200 per session, including setup. FREE to residents, although a setup charge may apply.

(Price on request)

Stage - medium

3 or 4 staging panels (80 sqft to 128 sqft max). £100 per session, including setup. FREE to residents, although a setup charge may apply.

(Price on request)

Stage - small

1 or 2 staging panels (24 sqft to 64 sqft max). £50 per session, including setup. FREE to residents, although a setup charge may apply.

Please tell us the purpose of your event and indicate whether or not the event should be public. If you select 'No' the event will appear in the online calendar as 'Private event'. If you select 'Yes' details of your event will be publicly viewable on the calendar. Click 'Continue' when done:

Supplementary information

Please tell us a bit more about how you will use our venue



BOOKING PURPOSE

Please describe what you will be doing

Half-day conference

PUBLIC EVENT?

Details for public events are shown on the calendar

No (Private event)



Add another session

Continue

Provide your billing information and click 'Continue':

Billing information

Please fill out the following



ADDRESS LINE 1

ADDRESS LINE 2

TOWN/CITY

POSTCODE

REGION

COUNTRY

SAVE BILLING ADDRESS

Make this address my default address for new bookings

PURCHASE ORDER NUMBER



Continue

A summary of your booking will appear. You must tick the box accepting the conditions of hire (there is a link to these, which will open in a new window, so please do read them first), and also the data protection box. There is a comments box in which you can provide other relevant information or ask questions if you wish. If the details are correct, click 'Submit request'. Otherwise click the back button to amend the form:

Confirmation
Please confirm the following

Conditions of hire *
I am 21 years of age or older and I accept your terms and conditions of hire.
[Conditions of hire](#)

Privacy policy (Data protection) *
I give consent to Overbury Village Hall to use my name, email, phone 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 purposes

COMMENTS FOR THE BOOKING REQUEST 0 / 2000



Your booking confirmation will be sent here
[Redacted]

Time & date
10:00 - 17:30, Wed, 8 Apr 2026

Facility
Main Hall

Participants
100

You'll receive an automated email acknowledging that your request has been made. We'll be in touch once your request has been reviewed.