

# Warminster Civic Centre Children's Party Booking Form

<b>Event Date:</b>		<b>Contact Name:</b>	
<b>Number of Children:</b>		<b>Number of Adults:</b>	
<b>Contact Number:</b>		<b>Email:</b>	
<b>Address &amp; Postcode:</b>			

## Hire and Event Times

Hire start time is when you require access to the room(s) and includes preparation time.

Hire end time is when you will vacate the room(s) and includes time for cleaning up.

Hire start and end times are usually 15 or 30 minutes either side of the event time.

<b>Hire Start Time:</b>		<b>Hire End Time:</b>	
<b>Event Start Time:</b>		<b>Event End Time:</b>	

Room(s) Required		Maximum standing capacity for each room: 90 people ( <i>including</i> children). See Venue Hire Booklet for info.
Copheap <input type="checkbox"/>	Arn <input type="checkbox"/>	

## Hire Charges – Copheap & Arn

<b>Weekday</b>	£21.00 per hour per room
<b>Weekend</b>	£24.00 per hour per room

## Plates, cups, cutlery & napkins

0-50 people: £7.50	<input type="checkbox"/>	<i>We can provide single-use, disposable plates, cups, cutlery and napkins. We try to ensure these are recyclable, compostable and/or biodegradable where possible. Please take your rubbish with you.</i>
51-100 people: £12.00	<input type="checkbox"/>	
101+ people: £18.00	<input type="checkbox"/>	

## Equipment & Facilities

<b>Kitchen – Full Use: £75.00</b> <small>Per session, only available with Arn room – all equipment, storage &amp; water</small>	<input type="checkbox"/>	<b>Kitchen – Part Use: £37.50</b> <small>Per session, only available with Arn room – fridge, storage, water</small>	<input type="checkbox"/>
<b>Sound System: £15.00</b> <small>Per session – Microphone &amp; speakers</small>	<input type="checkbox"/>	<b>Projector &amp; Screen: £20.00</b> <small>Per session – Copheap room only</small>	<input type="checkbox"/>
<b>Portable Display Board: £5.00</b> <small>Per board – 8 available</small>	<input type="checkbox"/>	<b>Additional equipment and facilities details can be found in the Venue Hire Booklet.</b>	

## Space & Capacity – Copheap & Arn

Room dimensions: 12.35m x 9.4m (116m <sup>2</sup> )	Ceiling height: 5m
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## If you are having catering and/or entertainment, please provide the following information:

Catering	Entertainment (DJ, bouncy castle, magician etc)
Name:	Name:
Address:	Address:
Number:	Number:
Email/Website:	Email/Website:

A copy of the caterer and/or entertainment Public Liability Insurance document is required.

## Cancellation Charges

- Up to eight weeks' notice: Full refund.
- Up to 4 weeks' notice: 50% refund or 50% payment required.
- Less than 4 weeks' notice: No refund is payable or full payment will be required.

## Non-Refundable Deposit

A non-refundable deposit may be required to confirm the booking, this will be confirmed by the Civic Centre Manager.

## Late Notice Bookings & Payment

If you are hiring the Civic Centre and the event is within 4 weeks, full payment will be required.

## VAT, Invoices & Payments

VAT registration 771 5766 00. All prices quoted are inclusive of VAT.

An invoice will be generated and sent out to you as soon as reasonably possible.

Please pay by BACS to HSBC, sort code 40-45-23, account no. 91001000, account name Warminster Town Council, quote/reference your invoice number (WCCXXXX).

Alternatively, payment can be made by cash, cheque or card at Warminster Civic Centre during office opening hours: Monday to Friday, 09:00 – 16:30.

## ADDITIONAL INFORMATION FOR CHILDREN'S PARTIES

- Blu Tack and/or Sellotape is not permitted to hang up decorations.
- White tack is permitted and hooks are on the walls for decorations.
- If you are having glitter, paint, glue, stickers etc, please ensure you bring table, chair and floor covers – a cleaning fee will occur if tables, chairs and/or floors need to be cleaned professionally.
- Baby changing facilities are available in the women's and men's toilets – please leave these clean and let a member of staff know if there are any issues or problems.
- If you are hiring a bouncy castle, the drop off and pick up time should be within your hire start and end time.
- You must inform the Civic Centre Manager if you are hiring any external equipment or entertainment and the details.
- A general "birthday room layout" will be applied to your hire. This layout includes a seating table for around 20 people (more if both rooms are hired), 1 x buffet table, 2 x extra tables and chairs around the sides of the rooms. This layout will be applied unless otherwise specified.
- Fire doors are to be kept clear and accessible at all times.
- For health and safety reasons and other hirer's satisfaction, please be respectful and ensure attendees stay in the room you have booked. Children must be supervised when outside the room you have booked.
- Please take all rubbish home with you.

Forms are to be returned to Warminster Civic Centre, Sambourne Road, Warminster, BA12 8LB or email them to [civiccentre@warminster-tc.gov.uk](mailto:civiccentre@warminster-tc.gov.uk). If you need further information or wish to speak to a member of staff, please call 01985 214847 (option 2) or email [civiccentre@warminster-tc.gov.uk](mailto:civiccentre@warminster-tc.gov.uk)

## Please read and sign below:

- I confirm receipt of the Terms & Conditions Form and will complete and return alongside the Booking Form.
- I confirm receipt of the building floor plan and emergency evacuation details.
- I have read and agree to the cancellation charges and additional information for children's parties.
- I understand a 50% non-refundable deposit may be required and that if my event is within 4 weeks of booking, full payment will be required.

Name:

Date:

Signed: