

# Warminster Civic Centre Conference Booking Form

<b>Event Date:</b>		<b>Number of People:</b>	
<b>Contact Name:</b>		<b>Contact Number:</b>	
<b>Email Address:</b>		<b>Company Name:</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**

Cley <input type="checkbox"/>	Copheap <input type="checkbox"/>	Arn <input type="checkbox"/>	Maximum capacity for each room: 50 people
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**Room Layout**

Theatre <input type="checkbox"/>	Boardroom <input type="checkbox"/>	Classroom <input type="checkbox"/>	Banquet <input type="checkbox"/>	Standing <input type="checkbox"/>
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**Equipment, Facilities & Refreshments**

Cutlery & Crockery	Equipment
0 – 50 people: £5.00 <input type="checkbox"/>	Smart LG TV: £20.00 per session <input type="checkbox"/> <small>Cley room only</small>
51 – 100 people: £10.00 <input type="checkbox"/>	Projector & Screen: £20.00 per session <input type="checkbox"/> <small>Copheap room only</small>
101+ people: £15.00 <input type="checkbox"/>	Sound System: £15.00 per session <input type="checkbox"/> <small>Integrated or Roger MyLink microphone/speaker system</small>
<b>Tea, Coffee, Milk, Sugar etc.</b>	Lectern: £5.00 per session <input type="checkbox"/>
£2.00 per person <input type="checkbox"/>	Flipchart/Paper/Pens: £10.00 per session <input type="checkbox"/>
<b>With Biscuits:</b> £3.00 per person <input type="checkbox"/>	Portable Display Board: £5.00 per board, 8 available <input type="checkbox"/>

- The kitchen and bar are also available to hire, please ask the Civic Centre Manager for information.
- If you are having catering, please provide the company name, contact name, contact number, email address, copy of public liability insurance and food hygiene rating certificate.
- **We can organise catering for you – please speak to the Civic Centre Manager for more information and requirements.**

***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. 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. As per point 13 of the Terms & Conditions, I understand the Civic Centre has the exclusive rights for sale and consumption of alcohol. The Civic Centre has a licensed bar which is available for hire, and I understand that I will be charged a corkage fee if any alcohol is bought onto the premises without the Civic Centre Manager's knowledge or permission.

<b>Name:</b>		<b>Date:</b>	
<b>Signed:</b>		<b>On behalf of:</b>	