

Event Date:		Type of Event: (meeting, party, training etc)	
Contact Name:		Contact Number:	
Email Address:			
Address & Postcode:			
Number of People:		Company Name:	

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.

Hire Start Time:		Hire End Time:	
Event Start Time:		Event End Time:	

Room(s) Required

Cley

Copheap

Arn

Room Layout

Theatre

Boardroom

Classroom

Banquet

Standing

Other layout (please explain/describe):

HIRE CHARGES	Cley, Copheap & Arn. All prices = per hour per room.	
Community*	<u>Weekdays:</u> £18.00	<u>Weekend:</u> £21.00
Standard	<u>Weekdays:</u> £24.00	<u>Weekend:</u> £27.00

*Community rate only available with registered charity number

Cutlery & Crockery		Tea, Coffee, Milk, Sugar etc		Additional refreshments and catering can be requested, please speak to the Civic Centre Manager
0-50 people: £7.50	<input type="checkbox"/>	£2.50 per person	<input type="checkbox"/>	
51-100 people: £12.00	<input type="checkbox"/>	With Biscuits		
101+ people: £18.00	<input type="checkbox"/>	£3.50 per person	<input type="checkbox"/>	

Equipment & Facilities

Smart LG TV: £20.00 Per session – Cley room only	<input type="checkbox"/>	Projector & Screen: £20.00 Per session – Copheap room only	<input type="checkbox"/>
Sound System: £15.00 Per session – integrated or Roger microphone/speaker system	<input type="checkbox"/>	Flipchart/Paper/Pens: £10.00 Per session	<input type="checkbox"/>
Lectern: £5.00 Per session	<input type="checkbox"/>	Portable Display Board: £5.00 Per board – 8 available	<input type="checkbox"/>
Kitchen – Full Use: £50.00 Per session, only available with Arn room – all equipment, storage & water	<input type="checkbox"/>	Kitchen – Part Use: £37.50 Per session, only available with Arn room – fridge, storage, water	<input type="checkbox"/>
Bar: £75.00 Per session, only available with hire of the Arn room – last orders 11:15pm	<input type="checkbox"/>	After Midnight Charge: £150.00 Per hour per room	<input type="checkbox"/>

Additional equipment details can be found in the Civic Centre Venue Hire Booklet.

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. If you are hiring a DJ or music entertainment, they must finish at 11pm.	

Cancellation Charges:

- a) Up to eight weeks' notice: Full refund.
- b) Up to 4 weeks' notice: 50% refund or 50% payment required.
- c) 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.

Please return forms to Warminster Civic Centre, Sambourne Road, Warminster, BA12 8LB or email them to 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

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. As per point 24d of the Terms & Conditions, I understand security personnel will be charged to the hirer – this is dependent on the nature and scale of the event, will be organised by the Civic Centre Manager and added to the invoice.

Name:	Date:
Signed:	
On behalf of company/organisation/business:	