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| --- | --- | --- | --- |
| **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. **The minimum booking time, including hire start and end, is 1 hour 30 minutes.** |
| **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\*** | Weekdays: £18.00 | Weekend: £21.00 |
| **Standard** | Weekdays: £24.00 | Weekend: £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 |[ ]  £2.50 per person |[ ]   |
| 51-100 people: £12.00 |[ ]  **With Biscuits** |  |  |
| 101+ people: £18.00 |[ ]  £3.50 per person (includes tea/coffee etc) |[ ]   |
| **Equipment & Facilities** |
| Smart LG TV: £20.00Per session – Cley room only |[ ]  Projector & Screen: £20.00Per session – Copheap room only |[ ]
| Sound System: £15.00Per session – integrated **or** Roger microphone/speaker system |[ ]  Flipchart/Paper/Pens: £10.00Per session |[ ]
| Lectern: £5.00Per session |[ ]  Portable Display Board: £5.00Per board – 8 available |[ ]
| Kitchen – Full Use: £50.00Per session, only available with Arn room – all equipment, storage & water |[ ]  Kitchen – Part Use: £37.50Per session, only available with Arn room – fridge, storage, water |[ ]
| Bar: £75.00Per session, only available with hire of the Arn room – last orders 11:15pm |[ ]  After Midnight Charge: £150.00Per hour per room |[ ]
| *Additional equipment details can be found in the Civic Centre Venue Hire Booklet.* |

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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.If you are hiring a DJ or music entertainment, they must finish at 11pm. |
|  |
| **Cancellation Charges:** a) 42+ days’ notice: Full refund if full payment has been made. b) 22 – 41 days’ notice: 50% refund if full payment has been made or 50% payment required if no payment has been made. c) 0 – 21 days’ notice: No refund issued or full payment 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 |
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| ***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 11 of the Terms & Conditions, first aid requirements should be reviewed by the hirer; council employees are not available to administer first aid. The hirer may be requested to provide suitable and qualified first aid cover if deemed necessary by the type of activity undertaken. 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 brought 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 my invoice.  |
| **Name:** | **Date:** |
| **Signed:** |
| **On behalf of company/organisation/business:** |
|  |