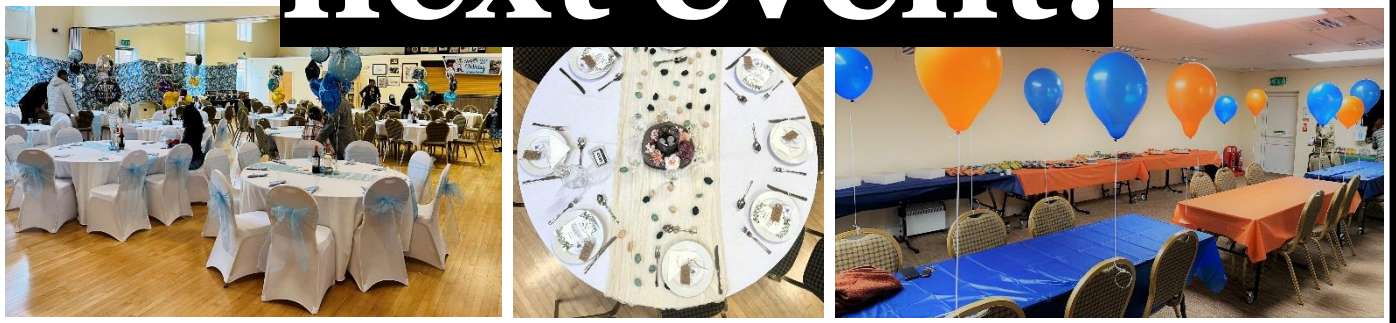




WARMINSTER CIVIC CENTRE



Hire the Civic Centre for your next event!




- ✓ Conferences
- ✓ Meetings
- ✓ Markets
- ✓ Parties
- ✓ Funeral Receptions
- ✓ Ceremonies
- ✓ Product Launches
- ✓ Training Days
- ✓ Lectures & Talks
- ✓ Fitness Classes
- ✓ Award Nights
- ✓ Exhibitions

 Sambourne Road, Warminster, Wiltshire, BA12 8LB

 civiccentre@warminster-tc.gov.uk

 www.warminster-tc.gov.uk

 01985 804666


Warminster
Town Council

Delivering a brighter, greener future for all





Welcome

Warminster Civic Centre is located just a 4-minute walk from Warminster town centre, a 10-minute walk from Warminster train station and there is parking in front of the Civic Centre, making it the ideal place for a variety of events including training sessions, meetings, conferences, craft fayres, indoor markets, fitness classes and parties.



The Civic Centre is comfortable, versatile, and fully accessible. It is split into three individual rooms using partition walls that can be merged into a larger space or combination of spaces, depending on the amount of people and layout of your event.

Coffee Bar

Monday – Friday 09:00 – 16:00

Our coffee bar provides the perfect space for a relaxing hot drink and chat with friends in an open and comfortable area. We have a variety of hot drinks to choose from, including white and black coffee, latte, cappuccino, mocha, hot chocolate, tea and flavoured tea, all starting from £1.50, as well as a selection of cold drinks and snacks.





Cley Room

The Cley Room is a carpeted, comfortable and pleasant room that would be ideal for smaller fitness classes and groups as well as being suitable for meetings, conferences and presentations since it is equipped with a Smart LG TV that can be hired for an additional cost. The Smart LG TV is a great way to give presentations, show videos and connect to online and hybrid meetings.

Our Phonak audio/hearing system (Roger MyLink) can also be hired to utilise the space and engage the audience.

The Cley Room is a slightly elevated room that is accessed via three steps or a platform lift.





Copheap Room

The Copheap room is a versatile space that is an ideal area for training sessions, conferences and team meetings as it is equipped with a projector, screen and speakers which can be hired for an additional cost.



It can also be used for a variety of events, such as fitness classes, children's parties, community fairs or markets and group dinners.

Arn Room

The Arn room is a multipurpose space that can be used for a variety of events, such as fitness classes, children's parties, community fairs or markets and conference meetings.



The Arn room is situated next to the kitchen and bar, which can be hired as an additional extra, making it an ideal space for group meetings, banquets and get-togethers.

Our Phonak audio/hearing system (Roger MyLink) can be hired to utilise the space and engage the audience.



Combined Rooms

The Cley, Copheap and Arn rooms are separated by partition walls (Cley to Copheap, Copheap to Arn) that can be opened to enlarge the space; ideal for bigger events such as corporate presentations, larger fairs or markets and bigger fitness groups. With the Arn room next to the kitchen and bar and the Copheap room equipped with a projector and screen, the Civic Centre can be the perfect space for larger group dinners, social gatherings and training sessions.

Right: Copheap and Arn room in a boardroom layout for a large conference with projector, screen, crockery, flipchart and sound system



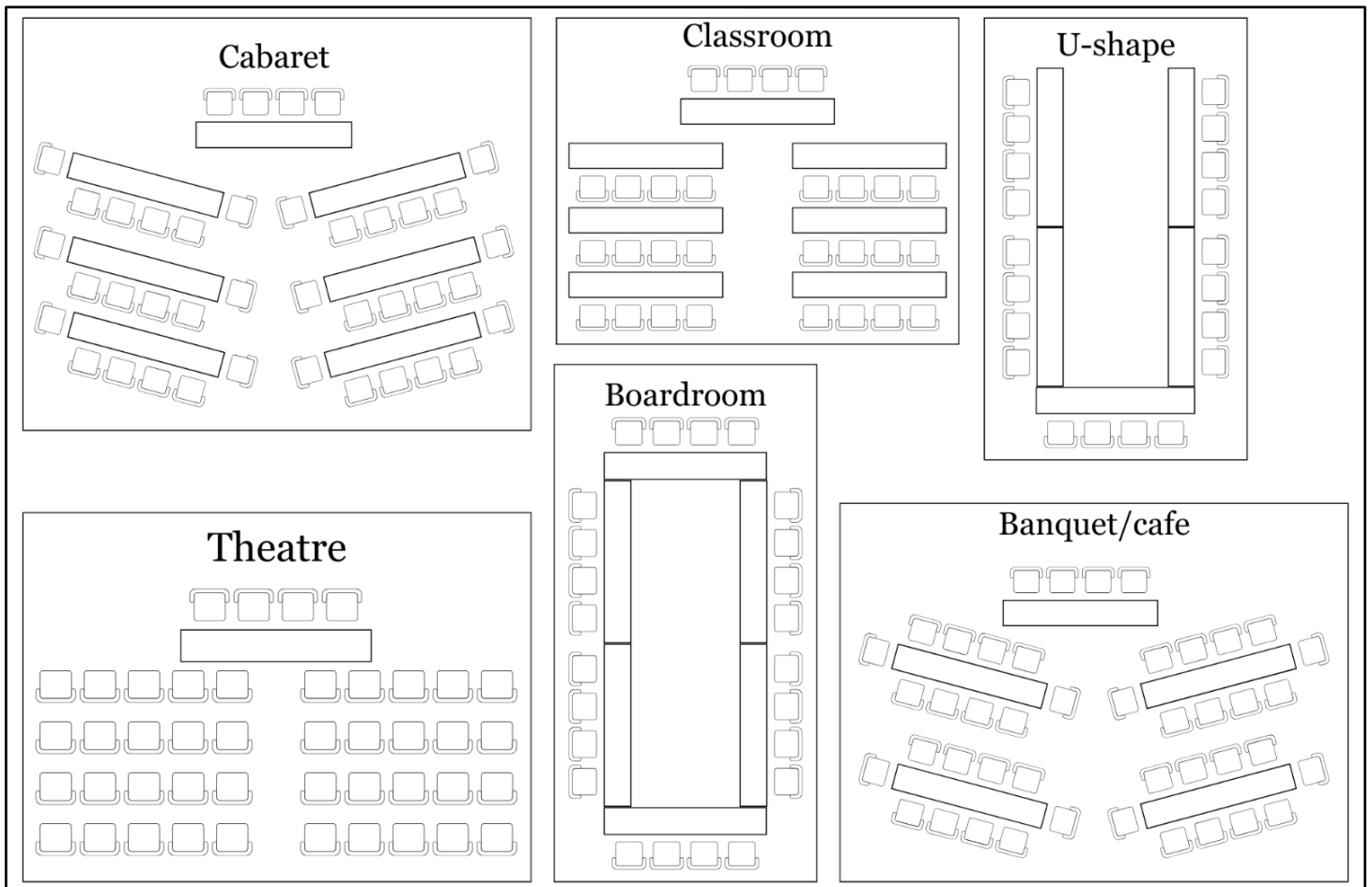
Left: Cley, Copheap and Arn room used for a 4-course dinner with round tables. Cley room used for DJ/entertainment, some of Copheap used as space for dancing and the rest of the space used for dining





Room Capacities & Layouts

	Cley room	Copheap room	Arn room
Dimensions (metres)	12.35 x 9.40	12.35 x 9.40	12.35 x 9.40
Room Layout			
Standing	80	100	100
Theatre	60	80	80
Classroom	36	48	48
Boardroom	36	48	48
U-shape	32	36	36
Banquet/cafe	60	80	80
Cabaret	36	48	48





Hire Charges

All charges include 20% VAT. Minimum 1.5 hours hire.

CATEGORY	HIRE CHARGE 2024-25 <i>From 1st April 2024 to 31st March 2025</i>	HIRE CHARGE 2025-26 <i>From 1st April 2025</i>
Room Hire <i>all per hour, per room</i>		
Standard Weekday	£24.00	£25.20
Standard Weekend	£27.00	£30.00
Community ¹ Weekday	£18.00	£19.20
Community ¹ Weekend	£21.00	£24.00
Cutlery & Crockery		
		0-25 people: £7.50
	0-50 people: £7.50	26-50 people: £10.00
	51-100 people: £12.00	51-100 people: £15.00
	101+ people: £18.00	101+ people: £20.00
Refreshments		
Tea, coffee, milk & sugar <i>(per person)</i>	£2.50	£2.50
Tea, coffee, milk, sugar <u>with biscuits</u> <i>(per person)</i>	£3.50	£3.50
Smart LG TV ² <i>(per session)</i>	£20.00	£25.00
Projector & Screen ³ <i>(per session)</i>	£20.00	£25.00
Sound System ⁴ <i>(per session)</i>	£15.00	£20.00
Flipchart/Paper/Pens <i>(per session)</i>	£10.00	£10.00
Kitchen		
Full use ⁵ <i>(per session)</i>	£50.00	£50.00
Part use ⁶ <i>(per session)</i>	£37.50	£37.50
Bar ⁷ <i>(per session)</i>	£75.00	£75.00
After Midnight Charge <i>(per hour, per room)</i>	£150.00	£175.00

1: Community rate only available with registered charity number, or if agreed with Civic Centre Manager & Town Clerk.

2: Only available with hire of the Cley room.

3: Only available with hire of the Copheap room.

4: Integrated (Copheap/Arn) or a portable PA System (Yahama transportable speakers OR Roger microphones and speakers)

5: Only available with hire of the Arn room. Includes all equipment (oven, hot hold cupboard, fridge, dishwasher, cutlery, plates etc), storage and access to sinks and a hot water boiler.

6: Only available with hire of the Arn room. Includes use of fridge, storage and access to sinks and a hot water boiler. Must pay for crockery/cutlery separately.

7: Only available with hire of the Arn room. Bar will be fully stocked and staffed throughout the event. It is a pay-per-drink bar. We have bottled beer, cider and wine, plus spirits and soft drinks.



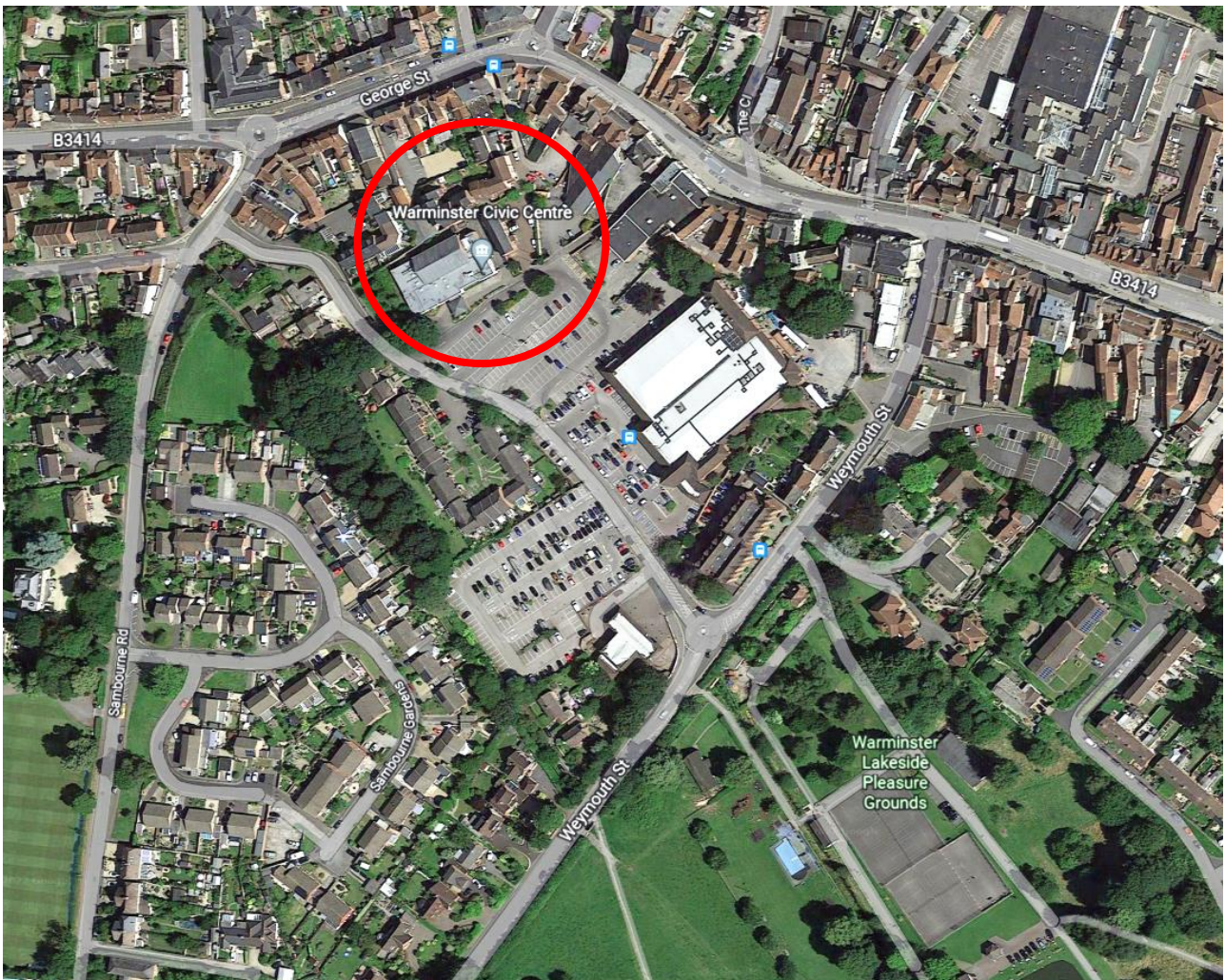
Contact

Website: www.warminster-tc.gov.uk

Phone: 01985 804666

Email: civiccentre@warminster-tc.gov.uk

Address: Warminster Civic Centre, Sambourne Road, Warminster, Wiltshire, BA12 8LB





“Thank you so much to Warminster Civic Centre - from the initial call to the clear communication via email and easy to understand pricing, to on the day: arriving and finding the room set up exactly as discussed AND having someone on hand throughout, in case we had any questions. The room was perfect!”

“Highly recommend the Civic Centre, reasonably priced and the hall was just the right size, they are really helpful as well.”

“We all had an amazing time.”

“The team are so accommodating and lovely, I will be in touch in the near future looking for another event.”



Delivering a brighter, greener future for all