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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Event Date:** | | |  | | | | | | | **Type of Event:**  (meeting/training, party, wake etc) | | | | | | |  | | |
| **Contact Name:** | | |  | | | | | | | **Contact Number:** | | | | | | |  | | |
| **Email Address:** | | |  | | | | | | | | | | | | | | | | |
| **Address & Postcode:** | | |  | | | | | | | | | | | | | | | | |
| **Number of People:** | | |  | | | | | | | **Company Name:** | | | | | | |  | | |
| **How did you hear about us?** (e.g. friend/family, social media, website, newspaper etc. Please give where/what platform.) | | | | | | | | | | | | | | | | |  | | |
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| **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:** | | |  | | | | | | | **Event Start Time:** | | | | | | |  | | |
| **Hire End Time:** | | |  | | | | | | | **Event End Time:** | | | | | | |  | | |
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| **Room(s) Required** | | | | | | | | | | | | | | | | | | | |
| Cley | | | | | | Copheap | | | | | | | | Arn | | | | | |
| **Room Layout (tick/highlight/circle as appropriate):** | | | | | | | | | | | | | | | | | | | |
| Standing | Theatre | | | Classroom | | | | Boardroom | | | | U-Shape | | | | Banquet/Café | | Cabaret | |
| Layout templates and capacities for each room can be found in the Venue Hire Booklet | | | | | | | | | | | | | | | | | | | |
| **Other layout (explain/describe):** | | | | | | | | | | | | | | | | | | | |
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| **HIRE CHARGES** | | **Cley, Copheap & Arn. All prices = per hour per room.** | | | | | | | | | | | | | | | | | |
| **Community\*** | | Weekdays: £19.20 | | | | | | | | | | | Weekend: £24.00 | | | | | | |
| **Standard** | | Weekdays: £25.20 | | | | | | | | | | | Weekend: £30.00 | | | | | | |
| \*Community rate only available with registered charity number, or if agreed with Civic Centre Manager & Town Clerk prior to booking. | | | | | | | | | | | | | | | | | | | |
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| **Cutlery & Crockery** | | | | | | | **Tea, Coffee, Milk, Sugar ONLY** | | | | | | | | | | Additional refreshments and catering can be requested, please speak to the Civic Centre Manager. | | |
| 0-25 people: £7.50 | | | | |  | | £2.50 per person | | | | | | | |  | |
| 26-50 people: £10.00 | | | | |  | | **Tea, Coffee, Milk, Sugar with Biscuits** | | | | | | | | | |
| 51-100 people: £15.00 | | | | |  | |
| 101+ people: £20.00 | | | | |  | | £3.50 per person | | | | | | | |  | |
| **Equipment & Facilities** | | | | | | | | | | | | | | | | | | | |
| Smart LG TV/Projector & Screen: £25.00  Per session – Smart LG in Cley room only. Projector/screen in Copheap only. | | | | | | | | |  | | Portable Display Board: £5.00  Per board – 8 available | | | | | | | |  |
| Sound System: £20.00  Per session – integrated **or** Roger microphone/speaker system | | | | | | | | |  | | Flipchart/Paper/Pens: £10.00  Per session | | | | | | | |  |
| Kitchen – Full Use: £50.00  Per session, only available with Arn room – all equipment, storage & water | | | | | | | | |  | | Kitchen – Part Use: £37.50  Per session, only available with Arn room – fridge, storage, water | | | | | | | |  |
| Bar: £40.00  Per session, only available with hire of the Arn room – last orders 11:15pm | | | | | | | | |  | | After Midnight Charge: £175.00  Per 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 by 11pm**. | | |
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| **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](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) | | |
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| ***Please read and sign below:*** | | |
| I confirm receipt of the building floor plan, emergency evacuation details and the Terms & Conditions Form and **I will complete and return the Terms & Conditions Form alongside the Booking Form**.  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 before the event..  As per point 11 of the Terms & Conditions, first aid requirements should be reviewed by me, the hirer; I understand council employees are not available to administer first aid. I may be requested to provide suitable and qualified first aid cover if deemed necessary by the type of activity undertaken.  As per point 14 of the Terms & Conditions, I understand I may be requested to take all my waste and recycling home, or if the Civic Centre Manager permits, I will ensure all waste and recycling is correctly sorted into appropriate containers that will be provided.  As per point 15 of the Terms & Conditions, I acknowledge that the Civic Centre holds exclusive rights for the sale and consumption of alcohol. A licensed bar is available for hire, and I understand that a corkage fee will apply if alcohol is brought onto the premises without the prior knowledge or permission of the Civic Centre Manager.  As per point 25d of the Terms & Conditions, I understand that security personnel, if required based on the nature and scale of the event, will be arranged by the Civic Centre Manager to ensure safety and accountability, and the associated costs will be added to my invoice. | | |
| **Name:** | | **Date:** |
| **Signed:** | | |
| **On behalf of company/organisation/business:** | | |
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