

Warminster Civic Centre Booking Form

Name/Organisation			
Contact Name			
Contact Address (invoices will be sent to this address and by Email wherever possible)			
Date of Event		Day of Week	
Event Start Time*		Event End Time**	
<small>*The start time should include any additional preparation time you may need to set up the room. **The end time is the time the premises should be vacated.</small>			
Contact Tel No.			
Email Address			
Nature of Event			

Room booked	Room set-up		No. attending
Cley	Theatre style		
Arn	Boardroom style		
Copheap	Classroom		
Arn and Copheap	Banquet style		
Arn, Copheap and Cley	Other		
Equipment – no charge			
Flipchart		PA System	
Projector		Screen	
Refreshments			
Tea/coffee (1.20p) No. required			
Tea/coffee/biscuits (1.60p) No. required			
Crockery and hot water only (no charge) No. required			
Kitchen required for meal prep (charge applies)			Yes/No
Refrigerator usage only (no charge)			Yes/No

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Catering Information			
Company Name			
Address			
Contact Tel No.			
Food Hygiene Certificate No.			
Music/Entertainment – do you hold a PRS licence?			
Band		Contact Name	
Disco		Telephone No.	
Other			
Bar Required		Yes/No	
(Normal hours 11.00am–11.00pm, 10.30pm Sunday)		Opening Time	
Drinks Reception		Yes/No	No. Reqd.
Wine Service (wine list available)		Yes/No	
Depending on the type of your function door staff may be required and will be arranged by the Civic Centre on your behalf. We will be happy to discuss arrangements and costs.			
Total hire cost		£	
Deposit enclosed (50%) (non-refundable)		£	
Cancellation charges: (a) Up to two months' notice – full refund less deposit (b) Up to one months' notice – 50% refund less deposit (c) Up to two weeks' notice – 15% refund less deposit No refund is payable if your booking is cancelled within two weeks of the event.			
I have read and agree to the Terms and Conditions of Hire for Warminster Civic Centre and I have signed my copy for verification. I confirm receipt of the floor plan of the building and emergency evacuation details.		Signed: Date:	

FOR OFFICE USE ONLY

Door staff booked		Date booked	
Receipt:		Invoice Number:	

Please sign this form and enclose your deposit to confirm the booking. All cheques should be made payable to Warminster Town Council or by Bacs to HSBC 23 Market Place Warminster BA12 9BA.

Sort code 40-45-23 Account No 91001000 Return forms to Warminster Civic Centre, Sambourne Road, Warminster BA12 8LB VAT registration 771 5766 00. All prices quoted are inclusive of VAT.

If you need further information or wish to discuss your requirements please telephone 01985 214847 or email civiccenter@warminster-tc.gov.uk

Your booking or events may be of interest to the public and by signing this form you consent to your details being shared and events being publicised by the Town Council