

Warminster Civic Centre Booking Form

Name of Organisation / Person			
Contact Name			
Address			
			Tel No
Email			
Date of Event		Event	
Hire Start Time*	Event Start time	Nos Attending	
Event End Time*		Clear Building	
*Start time should include preparation time you need to set up the room			
*End time is the time the premises are to be vacated			
Rooms Booked	Arn	Copheap	Cley
Kitchen required	Yes	No	Time
Room Layout	Theatre	Classroom	
No Set up	Boardroom	Banquet	
Equipment Required	Projector	Sound System	
	Flip Chart - £5	Screen	
Cups/Saucers	0-50 - £10	51-100 - £15	100+ - £20
Refreshments Required	Tea/Coffee £1.50 cup	No. Required	
	Tea/Coffee/Biscs £2.00 cup	No. Required	
Is Bar required	Yes	No	Opening time
The bar is closed 1 hour before end of hire. Last orders 15 mins before bar closes			
Depending on the type of function door staff maybe required which will be arranged by the Civic Centre staff. We are happy to discuss arrangements and costs.			
Wine Service	Yes	No	No's Required
Drinks Reception	Yes	No	No's Required
Type of Reception ie; Wine / Sparkling Wine / Orange Juice			
Catering Information - If you are having caterers please supply details below			
Name & Address			
Contact Tel. No/Email			
Food Hygiene Certificate No.			

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Music / Entertainment - If you are having music please supply details below	
Live Band / Disco / Other.	Contact Name
Address	
Tel No.	
Email	
Total hire cost	(A Non returnable deposit maybe required)
Cancellation Charges	a) Up to two moths notice - Full refund b) Up to one months notice - 50% refund
No refund is payable if your booking is cancelled within one month of the event	
I have read and agree to the Terms and Conditions of hire for Warminster Civic Centre	Signed
I confirm receipt of the floor plan of the building and emergency evacuation details	Date
Please sign this form to confirm the booking. All cheques should be made payable to Warminster Town Council or by BACS to HSBC. 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 speak to a member of staff please telephone 01985 214847 or email civiccentre@warminster-tc.gov.uk Your booking or events maybe 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	
FOR OFFICE USE ONLY	
Door staff booked Yes / No	Date booked
Invoice Number	

Additional Information.