



WARMINSTER ASSEMBLY ROOMS
Sambourne Road Warminster Wilts BA12 8LB
Tel: 01985 214127 Fax 01985 847924
Email: warminster.ar@btconnect.com

BOOKING FORM

NAME OF ORGANISATION / INDIVIDUAL

FUNCTION DATE

EVENT

Hire Start Time

Function Start

Nos. attending

Function End

Clear Building

CONTACT NAME

Address

Tel No

Email:

ROOMS BOOKED

MAIN HALL

ANTE ROOM

KITCHEN

BAR

EQUIPMENT REQUIRED

OHP Sreen/Stand

Flip Chart/Stand

Microphone

Music Licence

Sound System

WHAT CATERING ARE YOU PROVIDING AND BY WHOM?

Contact details required.

Refreshments provided by us

Yes

No

Please specify which crockery/cutlery set(s) are required

Beverage Packs (25)

Buffet Packs (25)

Dinner Packs (25)

Cups, Saucers, Milk jugs, sugar bowls, Teaspoons

All above plus plate

All crockery/cutlery for full place setting,
including cruets and glasses

Other Items

Water Glasses

Wine Glasses

Water Jugs

Thermos Jugs

Entertainment provided by whom?

Contact details required.

BAR:

Is the bar required

Yes

No

Bar Open

Bar Closed

Bar closed one hour before end of hire time

Last orders 15 minutes before bar closes

Wine Service

Yes

No

Drinks Reception

Yes

No

Type of Reception ie. bucks fizz, orange juice etc.,

Any other relevant information:

A cleaning charge levy will be applied should the facilities require special attention after your event

Please return the booking form to The Assembly Rooms

I have read and agree to the terms and conditions of hire

Signature: