

## Warminster Civic Centre Booking Form

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

|                  |           |
|------------------|-----------|
| <b>Equipment</b> |           |
| Flipchart        | PA System |
| Projector        | Screen    |

|  |                      |
|--|----------------------|
| <b>Refreshments</b>  |                      |
| Tea/coffee (75p) No. required                                    |                      |
| Tea/coffee/biscuits (95p) No. required                           |                      |
| Kitchen requirements   | Teas & Coffee's only |
| Crockery and hot water (no charge) No. required<br>Self Catering |                      |
| Chargeable - Full meal prep                                      | Yes/No               |

|                              |  |
|------------------------------|--|
| <b>Catering Information</b>  |  |
| Company Name                 |  |
| Address                      |  |
| Contact Tel No.              |  |
| Food Hygiene Certificate No. |  |

|                            |  |               |  |
|----------------------------|--|---------------|--|
| <b>Music/Entertainment</b> |  |               |  |
| Band                       |  | Contact Name  |  |
| Disco                      |  | Telephone No. |  |
| Other                      |  |               |  |

|  |        |           |  |
|--|--------|-----------|--|
| <b>Bar Required</b><br>(Normal hours 11.00am–11.00pm, 10.30pm Sunday)  | Yes/No |           |  |
| 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. |        |           |  |

|   |   |
|---|---|
| <b>Total hire cost</b>  | £ |
| <b>Deposit enclosed (50%)</b> (non-refundable)  | £ |
| <b>Cancellation charges:</b> (a) Up to two months' notice – full refund less deposit<br>(b) Up to one months' notice – 50% refund less deposit<br>(c) Up to two weeks' notice – 15% refund less deposit |   |

|  |                |
|--|----------------|
| I have read and agree to the Terms and Conditions of Hire for Warminster Civic Centre enclosed with this form. | <b>Signed:</b> |
|  | <b>Date:</b>   |

|                     |  |             |  |
|---------------------|--|-------------|--|
| FOR OFFICE USE ONLY |  |             |  |
| Door staff booked   |  | Date booked |  |
| Receipt:            |  | Invoice:    |  |

Please sign this form and enclose your deposit to confirm the booking. Return to Warminster Civic Centre, Sambourne Road, Warminster BA12 8LB  
VAT registration 771 5766 00  
If you need further information or wish to discuss your requirements please telephone 01985 214847 or email [admin@warminster-tc.gov.uk](mailto:admin@warminster-tc.gov.uk)

