

Whitchurch Town Council Civic Centre & Sports Hall
One – Off Event Booking Form Tel: 01948 665761

Name: _____

Address: _____

Email: _____

Telephone No: _____

Date of Hire: _____

Event: _____

Set Up Time: _____

Event Times: _____

Room Required: _____

Bar Required: Yes / No (see below and please delete as appropriate)

Kitchen Required? Yes / No If yes, General Use or Cooking (please state) _____

Dressing rooms required? Yes / No (please delete as appropriate)

Number Attending: _____

Security: (See note below) _____

Agreed Price: _____

Deposit Required: Yes / No Date/Amount: _____

Invoice Number: _____

Please note hirers are required to liaise with the licensee to discuss their bar requirements:
Jason Wainwright can be contacted on 01948 667600 **or** email jason@securasound.co.uk

Important Notice:

It is a requirement of the Civic Centre that those wishing to hold parties or ticketed music events in our premises must confirm the attendance of accredited security staff. Please note if you fail to notify the Town Council Office with proof of having booked SIA Registered Door Staff within 14 days of the event then we reserve all rights to cancel your event without prior notice. Further information can be obtained from the Town Council office on: 01948 665761. Please note: The maximum upstairs capacity of the Bar Lounge and the Edward German room: 55 people in each room.

All bookings taken are subject to the availability of the building and Whitchurch Town Council cannot issue any refunds or take responsibility if the building becomes unavailable. Please see overleaf for our full terms and conditions of hire. By signing this form you agree to our terms, which are listed overleaf.

Signature of Hirer: _____ Date: _____

Terms & Conditions for One off event hirers

1. Date of event

- a) Completion of the booking form is essential, without the form, there is no booking.
- b) The date will be placed in the diary with a contact number. If the date is less than 4 weeks away then FULL PAYMENT will be required at the time of booking.
- c) Set up times must be completed at the time of booking, if they need to be changed then the form can be amended.

2. Details of the Hire

- a) You must state the room(s) that is required as well as the start and finish time of the event.
- b) Setting up time may be free of charge if staff are already onsite; if staff have to be employed in order to accommodate your booking then the set up/set down time will be charged at half of the weekend rate.
- c) Details of any security must be supplied. ALL evening events/parties up to 100 guests must have at least two SIA badged security staff, and one doorman per every 100 guests thereafter. The security staff must be paid for by the hirer. Seek advice from the Town Council Office if you are unsure.
- d) The licence for the bar is with the Civic Centre and you will have to contact the licensee, Jason Wainwright (details displayed overleaf). It is not the responsibility of the Civic Centre staff to make contact.

3. Booking Form

- a) If the booking form has not been completed and handed to Civic Centre staff then there is no booking.
- b) The hirer must submit the deposit with the form in order to secure the booking; £100 for the Main Hall, £20 for the Edward German, Bar Lounge and the Market Hall.

4. Payment

- a) FULL payment is required 4 weeks before the event
- b) If the hirer cancels 4 weeks prior to the event then the full deposit will be returned.
- c) Any event that spends more than the allocated time will be charged extra at the appropriate rate.
- d) Any damages will incur a charge.
- e) If the hirer cancels with less than 4 weeks' notice before the event then only 50% of the deposit will be returned.
- f) If the hirer fails to attend on the booked date then FULL charge will be made.

5. Health and Safety

- Hirers must not wedge open fire doors
- Smoking is not permitted in the building or on the balconies; the designated smoking area is at the rear of the building outside the market hall.
- Room capacity; The Edward German Room and Bar Lounge 55, Main Hall is 400 for a theatre style seated event and 200 for a sit down meal.

PLEASE NOTE: HIRERS ARE NOT PERMITTED TO BRING THEIR OWN ALCOHOL INTO THE VENUE.