



Whitchurch Town Council Civic Centre & Sports Hall Booking Form



REGULAR HIRERS

Tel: 01948 665761

Name: _____

Address: _____

Email: _____

Telephone No: _____

Date of Hire: _____

Event: _____

Set Up Time: _____

Event Times: _____

Room Required: _____

Length of Booking: (i.e. weekly, monthly) _____

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: _____

Agreed Price: _____

Deposit Required: Yes / No Date/Amount: _____

Invoice Number: _____

Important Notice:

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. Please note: The maximum upstairs capacity of the Bar Lounge and the Edward German room: 55 people in each room. Further information can be obtained from the Town Council office on: 01948 665761.

Signature of Hirer: _____ Date: _____

Terms & Conditions for Regular Hirers

1. Date of event

- a) Completion of the form is essential, without the booking form, there is no booking.
- b) The date will be placed in the diary with a contact number. You must state the length of the booking.
- b) 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 that is required (Main Hall, Sports Hall, Edward German Room and Bar Lounge) along with the start and finish time.
- b) Setting up time may be free of charge if staff are already onsite; if staff have to be employed to accommodate you then the set up time will be half of the weekend rate.

3. Booking Form

- a) If the booking form has not been completed and handed to Civic Centre staff then there is no booking.
- b) No deposit will be required on a regular booking hire.

4. Payment

- a) If a regular hirer cancels a session with more than two days' notice then no charge will be made.
- b) If a regular hirer cancels with less than two days' notice then full payment will be required.
- 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 fails to attend on the booked date then the FULL charge will be made.

5. Health and Safety

- Hires 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 each, 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.