



Tidworth Town Council, Wyllye Road, Tidworth, SP9 7QH Tel: 01980 847390

**Private Function**

**\*\*Please note CCTV is in operation on this site\*\***

## Conditions of Hire

1. All applications for the hire of the Civic Centre can be made on-line in person, by letter or e-mail using [tidworthadmin@tidworthtowncouncil.gov.uk](mailto:tidworthadmin@tidworthtowncouncil.gov.uk) or [tidworthadmin2@tidworthtowncouncil.gov.uk](mailto:tidworthadmin2@tidworthtowncouncil.gov.uk)

If the hire is by an organisation and named on the application form, they will be jointly liable with the signatory on their behalf. Anyone under the age of 18 must have a responsible adult on site for the duration of the party, and this person must also sign and print their name on the form, as the responsible person.

- 2 No booking is secure until a deposit has been paid. Full charges connected to the hire of the Civic Centre must be paid to Tidworth Town Council at least **7 days before** the date of the function.
- 3 The time booked must include setting up/clearing away not just the function time. Due to licence restrictions all music must be finished by 11.30pm to allow time for the function to be cleared by 12am and the building to be vacated.
- 4 No alcohol shall be sold at any function in the Civic Centre unless a Special Licence from the responsible authority, Wiltshire Council, has been granted. The hirer must produce a copy of the Licence to the Town Council.
- 5 Any conditions attached to the Entertainment Licence shall be duly observed. A copy of this Licence is attached and displayed on the Community Centre entrance door.
- 6 The Hirer shall not sub-let the Hall or any part of it.
- 7 The Hirer is responsible for all damage occurring to any Town Council property during the period of hiring; or while persons are entering or leaving the premises, pursuant to the hire, however and by whom it is caused. There is a comments book in the kitchen should any damage need to be noted.
- 8 The Town Council is not responsible for any loss of or damage to any property belonging to the Hirer or the Hirer's agent or employees arising out of a hiring.
- 9 The Town Council reserves the right to put a stop to any entertainment or meeting that is not properly conducted and the right of entry to the premises is reserved to the Town Clerk, Facilities/Security Officer, any Town Councillor or Police Officer at any time during the hiring.
- 10 Hirers of the premises are responsible for fire safety and evacuation of all members of their party. A briefing on how to use the fire extinguishers /fire blanket and evacuation procedure is attached.
- 11 No bolts, tacks, nails, screws or similar objects shall be used in the Civic Centre to secure decoration, banners, balloons etc.



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12 No flags, emblems or other decorations shall be displayed outside any part of the building without prior consent from the Town Council.

13 Any mains electrical equipment brought onto the Civic Centre premises by the Hirer or on behalf of the Hirer (e.g., disco equipment etc) must be PAT certified.

14 At the end of the session the premises shall be left in a clean and tidy state and furniture must be replaced as found. If any property of the Hirer remains after 12 noon on the following day, hire fees will be charged for each day or part day until property is removed. If the premises are not left in a clean and tidy state, the Hire deposit will be forfeited. **The Hirer must remove all their REFUSE from the premises and place it in the appropriate external bins by the car park. If they are full, refuse should be taken home. Should further cleaning be required after the Hirer has vacated the premises; the Town Council reserves the right to enforce further charges commensurate with the time/procedure required.**

15 Payment for hire can be made by Card or Bank Transfer using the following bank details:

**Sort Code: 30-90-21 Bank Account Number: 01794924, Please use your name and date of your party**

as

**a reference.**

16 Cancellations Policy: **If notice is given within 7 days 50% of the fee will be returned.**

17 By signing these terms and conditions you are agreeing to Tidworth Town Council holding your details (Name, address, email and telephone number). Our Privacy Policy can be found on our website [www.tidworthtowncouncil.gov.uk](http://www.tidworthtowncouncil.gov.uk) or you can request a copy from the office.



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**CIVIC CENTRE HIRE RATES ARE SHOWN ON THE WEBSITE**

**Please Print**

Name of HIRER: (Must be over 18 Yrs of Age): .....

Organisation .....

Address  
.....

Telephone ..... Mobile No: .....

Email .....

<b>Day of the Week &amp; Timings</b> (to include set up & clearing away)			
<b>Approx number attending and type of function?</b>  (Christening, Child's Party, Wedding, Conference)			
<b>Designated Room:</b>			<b>Total</b>
<b>Kitchen:</b>	<b>YES/NO</b>	<b>£5 p/hr</b>	<b>Total</b>
<b>Tables &amp; Chairs Set Up</b>	<b>YES/NO</b>	<b>No. of Chairs</b>  <b>No. of Tables</b>	

Please remember to include your set up and clear up times and not just the event itself. Bookings must end no later than 12pm.

Will alcohol be sold at the function? Yes ☐ No ☐

A refundable deposit must be paid at the time of booking. For bookings ending prior to 6pm, the deposit fee is £50. For bookings ending after 6pm a deposit fee of £100 is payable. The deposit will be returned providing the conditions are observed and the Civic Centre is left clean and tidy with no damage incurred. A larger deposit may be required for larger events.

**Date Deposit Paid:**



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**I agree to abide by the Conditions of Hire and accept full responsibility.**

**Signature of Hirer.....**

**PRINT NAME: .....**

**Date.....**

**For office use only:**

Date Deposit received: Cash/Bank Transfer (delete as appropriate)

ID seen ☐ Required Licence seen ☐

Seen by Sign and Print: ..... Date:.....

**After function**

Premises inspected Clean ☐ Dirty ☐

Further cleaning arranged? ☐

Invoice created to hirer ☐ or Deposit withheld ☐

**Deposit Returned/Not Returned:**

by..... Date.....

**Tedworth Hall with Stage:** £45 per hour - up to 150 people - Mobile Projector available on request.

**Perham Suite:** £25 per side, £40 for the whole room - Up to 80 people or 40 each side, will suit 20 people board room style. Fixed Projector on the Wall.

**Add Ons:** Use of the kitchen £5 per hour, including crockery, cutlery etc.

**Meeting Rooms:**

**Bourne:** £15 per hour 12 seated people

**Sidbury:** £10 per hour 6 seated people

**Ashdown:** £10 per hour 8 seated people