



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

Private Function

****Please note that 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, or by e-mail to tidworthadmin@tidworthtowncouncil.gov.uk or 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 the deposit has been paid. Full charges connected to the booking are to be paid to Tidworth Town Council at least **7 days before** the date of the function.

3. The time booked must include setting up and clearing away, not just the function time. Due to licence restrictions all music must cease by 11.30pm to allow time for the function to be cleared by 12 midnight and the building to be vacated.

All external doors are to be shut by 11pm and children should be supervised at all times.

4. No alcohol is to be sold at any function in the Civic Centre unless a Special Licence from the responsible authority, Wiltshire Council, has been granted. We have a limited number of Special Licence events available to us each year, so before applying to Wiltshire for the licence, TTC agreement must be obtained.

The hirer must produce a copy of the Licence to the Town Council.

5. The Hirer shall not sub-let any booked room or any part of it.

6. 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.

7. 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.

8. The Town Council reserves the right to stop any entertainment or meeting that is not properly conducted and the right of entry to the premises is reserved to the Town Clerk, Facilities Management Staff, any Town Councillor or Police Officer at any time during the hiring.

9. 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 the building evacuation procedure is attached. The Hirer must sign in and out at reception.

- 10 No bolts, tacks, nails, screws or similar objects, blue tack, shall be used in the Civic Centre to attach decoration, banners, balloons etc. to the walls or fittings.



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

12 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.

13 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 their REFUSE from the premises. 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.**

14 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 invoice number as reference.

15 Cancellations Policy: **If 7 days' notice of cancellation is given, 50% of the hire fee will be returned.**

16 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 or you can request a copy from the office.

If you need to contact Facilities Management please call:

0758 882 9638



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CIVIC CENTRE ROOM HIRE FORM

(Please Print in Capitals)

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

Organisation

Address
.....

Telephone Mobile No

Email

Day of the Week & Timings (to include Set Up & Clearing Away)			
Approx number attending and type of function? (Christening, Child's Party, Wedding, Conference)			
Designated Room:			Total
Kitchen:	YES/NO	£5 p/hr	Total
Tables & Chairs Set Up	YES/NO	No. of Chairs No. of Tables	
Projector	YES/NO		
Flip Chart	YES/NO		

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

Will alcohol be sold at the function? Yes ☐ No ☐ *Please see Number 4 on Conditions of Hire.

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 of £100 is payable. The deposit will be returned



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providing all conditions are complied with and the Civic Centre is left clean and tidy with no damage incurred. A larger deposit may be required for very large events.

Date Deposit Paid:

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.....

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