



# CALNE TOWN COUNCIL

Bank House, The Strand, Calne, Wiltshire, SN11 0EN  
**Web:** [calne.gov.uk](http://calne.gov.uk) **Tel:** 01249 814000 **Email:** [calne@calne.gov.uk](mailto:calne@calne.gov.uk)  
Twinned with Charlieu (Loire), Caln (Pennsylvania) & Eningen unter Achalm



## Wedding Packages

### Calne Town Hall

**The Priestley Package –**  
**Monday to Friday –£360**  
**Saturday - £400**

*(Ceremony/ renewal of vows/ celebration)*

- Exclusive hire of one of our three beautiful rooms, for up to four hours
- The assistance of the Wedding Officer during the ceremony, also including two Civil Deputies to ensure the day runs smoothly
- Viewing of the Town hall, plus two meetings with our Wedding Officer to discuss & finalise your plans.
- Care taker room set up following your requirements of chairs & table\*\*
- Ceremony table set up including 1 x white linen table cloth for the ceremony
- Sound system use for entrance/departure music

**The Harris Package -**  
**Monday to Friday –£700**  
**Saturday –£800**

*(Reception/wedding breakfast only) \**

- Exclusive hire of one of our three beautiful rooms, from 9am to Midnight (additional hours may be purchased)
- The assistance of the Wedding Officer to ensure you have all you need before guests arrive
- Viewing of the Town hall, plus two meetings with our Wedding Officer to discuss & finalise your plans.
- Bar service included (open from until 11:30pm)
- Full access to our catering kitchen
- Care taker room set up following your requirements of chairs & table\*\*
- The assistance of the Wedding Officer for 2 meetings before your wedding & during your ceremony, also including two Civil Deputies to ensure the ceremony runs smoothly

**The Goodall Package –**  
**Monday to Friday - From £750**  
**Saturday – From £900**

*(Ceremony & Reception)*

- Exclusive hire of two of our rooms, for the Ceremony and Reception, between 9am to Midnight (additional hours may be purchased)
- Viewing of the Town hall, plus two meetings with our Wedding Officer to discuss & finalise your plans
- The assistance of the Wedding Officer during the ceremony, also including two Civil Deputies to ensure the day runs smoothly
- Bar service included (open until 11:30pm)



- Twenty chair covers included, with additional covers available to hire
- Full access to our catering kitchen
- Two white linen table clothes included, with additional covers available to hire
- Care taker room set up following your requirements of chairs & table\*\*
- The assistance of the Wedding Officer for 2 meetings before your wedding & during your ceremony, also including two Civil Deputies to ensure the ceremony runs smoothly
- Ceremony table set up including 1 x white linen table cloth for the ceremony (included in the 2 free cloths)
- Sound system use for entrance/departure music

**The Shelburne Package –  
Monday to Friday- From £1,000  
Saturday - From £1,250**

***(ceremony & reception)***

- Exclusive hire of Calne Town Hall, between 9am to Midnight (additional hours may be purchased)
- The assistance of the Wedding Officer during your ceremony, also including two Civil Deputies to ensure the ceremony runs smoothly
- Bar service included (open until 11:30pm)
- Thirty chair covers included with additional covers available to hire
- Four table cloths included with additional cloths available to hire
- Full access to our catering kitchen
- Care taker room set up following your requirements of chairs & table\*\*
- Ceremony table set up including 1 x white linen table cloth for the ceremony
- Sound system use for entrance/departure music
- Additional 2 hours for clean down, the day after hire\*\*\*
- Bucks fizz for 30 guests served after your ceremony by Civil Deputies- additional Bucks fizz can be purchased \*\*\*\*

\*Breakfast not supplied by Calne Town Council.

\*\* Care taker set up does not include set up of decorations or table settings

\*\*\* 2 hours cleaning, must happen the day after your booking due to the use of the town hall & will be times arranged with the wedding officer.

\*\*\*\* 5 bottles of house Bucks fizz will be provided & cannot be exchanged for cash or any other beverage.

Additional items are available to hire and add on, speak to our Wedding Liaison Officer for more information and to go over what each package includes.





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## Calne Town Hall Wedding Ceremony and/or Reception Booking Form

Your booking is being dealt with by \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Contact Information**

<b>Names of Wedding Couple:</b>	
<b>Address:</b>	
<b>Email:</b>	
<b>Contact telephone number:</b>	

**Responsible person on the day of the event** ⓘ (Please nominate a responsible contact that we can liaise with on your special day to ensure that you enjoy your wedding/reception. This person must be 18 or older)

<b>Name:</b>	
<b>Address:</b>	
<b>Email:</b>	
<b>Contact telephone number:</b>	





**Booking Information**

<p><b>Date of Ceremony/Reception:</b></p>																			
<p><b>Package you are interested in:</b></p> <p>Full package contents are available to download from our website or by contacting us on: <b>01249 814 000</b></p>	<p><b>Priestley:</b></p> <p><b>Harris:</b></p> <p><b>Goodall:</b></p> <p><b>Shelburne:</b></p>																		
<p><b>Which room(s) would you be interested in using?</b></p> <p>The <b>maximum</b> number of persons permitted under the Council's Premises Licence is as follows:</p> <table border="1" data-bbox="97 1171 742 1480"> <thead> <tr> <th></th> <th>Corn Exchange</th> <th>Large Hall</th> <th>Council Chamber</th> </tr> </thead> <tbody> <tr> <td>Functions using tables and chairs</td> <td>60</td> <td>80-100</td> <td>25</td> </tr> <tr> <td>Standing</td> <td>80</td> <td>150</td> <td>35</td> </tr> <tr> <td>Seated audience</td> <td>60</td> <td>120</td> <td>25</td> </tr> </tbody> </table>		Corn Exchange	Large Hall	Council Chamber	Functions using tables and chairs	60	80-100	25	Standing	80	150	35	Seated audience	60	120	25	<p><b>Corn Exchange:</b></p> <p><b>Large Hall:</b></p> <p><b>Council Chamber:</b></p>		
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<p><b>Will you require the bar if not included in your package?</b> (If not included in your package, this will accrue an additional charge, a £200 refundable deposit will also be required)</p> <p><b>Please note:</b> All alcohol served on the premises must be provided by Calne Town Council; alcohol is <b>NOT</b> permitted on the premises from any other source. Persons found with such alcohol will be asked to surrender it and may be asked to leave the premises.</p>	<p><b>Yes:</b></p> <p><b>No:</b></p> <p><b>Already included in package:</b></p>																		
<p><b>Contact Information of Caterer (if applicable):</b></p> <p>The caterer would need to supply all crockery, cutlery and food preparation equipment and have</p>																			



appropriate food hygiene certificates. The Hirer will be responsible to ensure that the kitchen is left as found and that all rubbish is bagged and ready for disposal.

**Please note the time the caterer requires access to the building for preparation will also need to be within your booking time.**

Kitchen use is charged at £30 for the duration of your booking, if not included in your package.

**Not Applicable:**

**Do you wish to purchase additional time before or after your event for decoration and/or cleaning?**

Times are to be arranged with the Wedding Liaison Officer.

**Yes:**

**No:**

<b>Hire Times:</b>  The times <b>MUST</b> include that needed for preparation before the event and clearing up afterwards. This should also include time needed by entertainer or anyone else needing access to the building. Any time before or after your booking, or after 12 midnight <b>MUST</b> be agreed and will be chargeable.	<b>Guest Arrival Time (Ceremony)</b>		<b>AM / PM</b>	
	<b>Ceremony Starting Time</b>		<b>AM / PM</b>	
	<b>Guest Arrival Time (Reception)</b>		<b>AM / PM</b>	
	<b>Set Up Time</b>	<b>FROM</b>	<b>AM/PM</b>	<b>TO</b>

**Additional items available to hire** ⓘ (For more information and availability, please contact us)

Item	Cost	Number Required
<b>Dressed Bay Trees (Outdoor) (2 Included)</b>	<b>£10</b>	
<b>White Linen Table Cloths (20 Available)</b>	<b>£7 per cloth</b>	
<b>Wooden Easels (2 Included)</b>	<b>£1 per cover</b>	
<b>White LED Curtain Lighting (Large Hall only)</b>	<b>£10</b>	
<b>Staging</b>	<b>£30</b>	
<b>2 Tier White Cake Stand (10 Available)</b>	<b>£3 per stand</b>	
<b>Kitchen (if not already included in your package)</b>	<b>£30 block charge</b>	
<b>Bar (if not already included in your package)</b>	<b>£20 per hour</b>	



**Room Set Up** ⓘ (Please use this space to notify the Town Hall Caretaker of your required room layout, if you require extra space, please include a blank page)

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**Bank Details** ⓘ (Please include your bank details for quick and easy return of your deposit after the event)

<b>Name on Account:</b>	
<b>Bank Name:</b>	
<b>Account Number:</b>	
<b>Sort Code:</b>	

**Terms and Conditions**

I confirm that I have received and read a copy of the Conditions of Hire. I am aware that a full copy of the Premises Licence governing the operation of the building is located in the Town Hall. I will be responsible for all conditions of hiring and for payment of the hiring charge and any necessary charges for damages or breakages. I am over 18 years of age.

**Please see the general booking Terms and Conditions and sign at the bottom of this document.**



**PLEASE NOTE; WITHOUT YOUR SIGNATURE IN ACCEPTANCE, THIS APPLICATION WILL NOT BE COMPLETED.**

**DEPOSIT**

A Holding Deposit of 50% is required for all one-off bookings and must be paid at the time of booking confirmation. Hirers will be invoiced for the balance one month before the hire date. Where a booking is made less than one month in advance the full cost of hire must be paid at time of booking confirmation. Until a 50% deposit is made, please note your booking will only be provisional, regardless of a completed form. Should other enquiries be made for the same day as the one you require, you will be contacted & will need to pay your deposit within 3 working days. At this point, should no deposit be paid, your chosen day may be offered to another client and your booking will be cancelled.

A Damage Deposit of £200 will automatically be requested when the Town Hall Bar/Kitchen is booked. The Damage Deposit is fully refundable and will only be partly or wholly retained when damage has taken place or when excessive cleaning is required following an event. Events cannot go ahead until the Damage Deposit has been received.

**The hire of the premises is permitted subject to the following conditions. These conditions include many imposed by the Licensing Authority as part of the Premises Licence for the Town Hall and must be adhered to. The Hirer is responsible for ensuring compliance with these conditions and is advised to consult the Caretaker for more detailed information.**

**GENERAL**

The Hirer will be held responsible and will be charged for any Council property or articles damaged, destroyed, stolen or removed during the period of hire.

Calne Town Council will only accept bookings from applicants over the age of 18 years.

Once your booked hours begin, it is your responsibility to ensure the Town hall is suitably manned throughout this time. Should you need to leave the Town hall at any point, leaving it empty, please contact your liaison officer or caretaker.

As hirer, it is your responsibility to leave the building as you entered it. This includes halls, toilets & kitchens. Should anything be left in a less than satisfactory manner, your damage deposit may be forfeited.

**IMPORTANT NOTE:** In cases where additional equipment /furniture is required in the rooms to be hired, for example staging, a band, refreshment tables, projector screens etc. the numbers of people permitted will be adjusted accordingly to ensure the Town Council's Premises Licence is not violated. Please discuss this with Town Council staff **BEFORE** the booking is made. The Hirer is responsible for ensuring that these limits are not exceeded.

Calne Town Council reserve the right to cancel any event, without a refund of fees, where this ruling to not adhered to.

**DEPOSITS & CHARGES**

Regular hirers are asked to pay either in advance, at time of confirming hire dates, or will be invoiced monthly in arrears. Payment will be due 21 days after issue date of invoices.

All one-off bookings require a Holding Deposit of 50% s and must be paid at the time of booking confirmation. Hirers will be invoiced for the balance one month before the hire date. Where a booking is made less than one month in advance the full cost of hire must be paid at time of booking confirmation. For Civil Ceremonies only, the full balance is required to confirm the booking.

A Damage Deposit of £200 will automatically be requested when the Town Hall Bar or Kitchen is booked. The Damage Deposit is fully refundable and will only be partly or wholly retained when damage has taken place or when excessive cleaning is required following an event and as concluded by inspection of the Caretaker. Events cannot go ahead until the Damage Deposit has been received. If the Damage Deposit is not sufficient to meet the cost, the Hirer will be responsible for the balance. All breakages must be paid for. The Town Council reserves the right to increase the charges for the hiring without further notice, unless the whole charge has already been paid. It also reserves the right to amend or change bookings at its discretion.

**VALUE ADDED TAX**

Prices quoted are, where applicable inclusive of Value Added Tax.

**CLEANING**

The Hirer must ensure the room/s they have hired are left in a clean condition. All tables and chairs must be left in position on the floor; please **DO NOT STACK THE CHAIRS**, but make sure they are clean. In cases where the event finishes late at night, for example a wedding reception or birthday party, the Hirer has the option of cleaning the room/s before they leave, bearing in mind this must be within the period booked. The hirer is also responsible for ensuring that the toilets are left in a respectable manner.

**PUBLIC LIABILITY INSURANCE**

Bookings for professional usage will require the hirer to produce evidence of Public Liability Insurance. Bookings for private parties, weddings, baby naming ceremonies or other such events do not require this cover.

## **CANCELLATIONS**

On cancellation of a hiring refunds of money paid will be made on the following scale:

More than 90 days prior	<b>95% Refunded</b>
60 to 90 days prior	<b>75% Refunded</b>
30 to 60 days prior	<b>50% Refunded</b>
14 to 30 days prior	<b>25% Refunded</b>
Less than 14 days	<b>Nil Refund</b>

The above scale applies to the normal hire charges only. Failure to pay the required charge and/or damage deposit in accordance with these terms and conditions will constitute a cancellation of the hiring by the Hirer.

## **INSPECTION**

Hirers are advised to view the facilities in advance of the hiring, especially to ensure that they can adequately supervise the hiring in the event of an emergency.

## **REFUSAL OF APPLICATION**

The Council reserves the right to refuse any application for hiring at its discretion and is under no obligation to give a reason for doing so.

## **RIGHT OF ENTRY**

The Council reserves a right of entry for its Officers or other agents into the rooms hired, during the course of the hiring.

## **SMOKING POLICY**

A policy of NO SMOKING is operated in Calne Town Hall; this includes the use of all vapour type E-cigarettes.

## **ALCOHOL AND CATERING**

The Town Hall is a licenced premises and as such is required to comply with the Premises Licence Conditions issued by Wiltshire Council. Use of the kitchen for preparation of food or buffets will be charged at £30. **All** alcohol served on the premises **must** be provided by Calne Town Council, alcohol is not permitted on the premises from any other outside source. Any Hirer who contravenes these regulations will automatically forfeit their Damage Deposit, or be charged additional fees.

## **PUBWATCH SCHEME**

Calne Town Council is a participant in the CALNE PUBWATCH scheme and abides by its rules.

## **SECURITY**

Please note that the Hirer must ensure the building is secure during the period of hire. If persons are present to guard against unauthorised access or occupation (e.g. through door supervision), outbreaks of disorder or damage the Hirer is responsible for ensuring they have been licensed by the Security Industry Authority. Where mixed age group parties are in attendance, Calne Town Council may require licenced security personnel to be in attendance.

## **ATTENDANTS / STEWARDS / PERFORMANCES**

At all times when a function is in progress there shall be an adequate number of attendants on duty to assist persons entering or leaving the premises. The number of attendants should be 2 persons for each floor being used. Where the premises is being used for activities organised wholly or mainly for children under the age of 16 there must be at least 1 attendant for every 50 children present. The Hirer is responsible for ensuring attendants are familiar with all procedures in relation to Fire and Emergency (below). The hirer is also responsible for providing above mentioned attendants for assistance.

## **FIRE AND EMERGENCY**

The Hirer will be responsible for ensuring the orderly evacuation of the building should an emergency arise. Emergency exits must be kept clear at all times. The Hirer should contact the Town Council prior to the hiring to be shown the position of the emergency exits, fire extinguishers and muster points in the event of an incident

**IN AN EMERGENCY, OCCUPANTS SHOULD BE MOVED OUT OF THE BUILDING TO A POSITION OF SAFETY - THE RECOMMENDED AREA BEING THE WIDE PAVEMENT IN FRONT OF THE LANSDOWNE STRAND HOTEL AND THE LIFT MUST NOT BE USED.**

## **WHEELCHAIR ACCESS**

The Town Council provides access for disabled persons to the Town Hall. Level entry access is available at the main entrance (near to the river bridge) and portable ramp is available for the entrance off The Strand and into the Council Chamber. The Hirer is responsible for ensuring that the portable ramp is available and put in place by the Caretaker before a public session commences and taken in at the completion of the booking. There is a passenger lift in the rear foyer.

## **ADVERTISING BOARDS**

Advertising boards are not to be placed beyond the immediate limits of the Town Hall. (The Police & Highways Authorities will prosecute if a breach of this condition occurs).

## **DECORATION**

Nails or pins **MUST NOT** be inserted into the walls. Sticky tape **MUST NOT** be used to fix items to the walls. Any items attached to the fabric of the building **MUST NOT** damage the decoration. Things such as string, wire or non-oil based tac may be used and should be fully removed at the end of the event by the hirer. Candles or any other naked flame are strictly prohibited. The Hirer will be charged for any redecoration as a result of damage.



**STAGE / PLAY PERFORMANCES**

There are specific clauses within the Town Hall Premises Licence concerning plays and stage productions. If the hirer is intending to use the premises for the performance of a play or stage production, please contact Calne Town Council to discuss these clauses.

**HYPNOTISM**

No exhibition, demonstration or performance of hypnotism (as defined by Section 6 of the Hypnotism Act 1952) shall be performed unless the Licensing Authority (Wiltshire Council) has given prior approval. The Hirer shall give at least 28 days' notice to the Licensing Authority prior to any hypnotic performance.

**EXHIBITION OF FILMS**

The Hirer is responsible for ensuring that the admission of children under 18 to film exhibitions is restricted in accordance with any recommendations made by the British Board of Film Classification (BBFC).

- Only films with a BBFC classification are permitted.
- The hirer is solely responsible for ensuring that the audience are of the minimum age stipulated by the film classification.
- Box Office films with a British Board of Film Classification (BBFC) classification 18 are permitted. The hirer is responsible for ensuring the audience are over 18.
- Certificate R18 or films of a pornographic nature are not permitted.
- Information on Film classification can be obtained from the BBFC website – [www.bbfc.co.uk](http://www.bbfc.co.uk)

**KISS-A-GRAMS, STRIP-A-GRAMS & ENTERTAINMENT FOR ADULT AUDIENCES**

Private hirers are permitted to engage the services of adult entertainers (e.g. comedians, kiss-o-grams etc.), subject to the act being performed to an adult audience only. The hirer is responsible for ensuring the audience is over the age of 18. Acts of an obscene or indecent nature and any acts with forms of lewd conduct or nudity are not permitted.

**SMOKE/FOG/BUBBLE MACHINES & LIGHTING EFFECTS**

A smoke machine, fog or lighting effect generator shall not be used without prior approval of the Licensing Authority (Caretaker). A request for approval shall be in writing and shall include documentary evidence of the non-toxicity and non-flammability of the fog or smoke.

If acceptance given they should not obstruct exit routes or cause a hazard to surrounding curtains or fabrics. Warning notices should be displayed of their use & the fog/smoke produced limited, as to not prohibit access or visibility to emergency entrances/exits. Strobe lighting should also operate at more than 5 flashes per second.

The use of bubble machines is not permitted.

**CONFETTI**

Confetti is not permitted to be thrown, or used as table decorations within the town hall. This includes decorative petals on the floor or tables. Biodegradable confetti maybe used OUTSIDE only & away from the entrance/exit of the Town Hall.

**CANCELLATION POLICY**

In the event that you need to cancel the booking please refer to the Terms and Conditions of Hire

**SIGNED:** \_\_\_\_\_ **PRINT** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**YOUR SIGNATURE IS A MANDATORY REQUIREMENT (without it we cannot confirm your booking)**

**Privacy**

Here at Calne Town Council we take your privacy seriously and will only use your personal information to administer the town hall bookings. If you would like us to delete the information we hold or if you have any other questions, please contact us at [calne@calne.gov.uk](mailto:calne@calne.gov.uk) or 01249 814000.

**Notice**