

**CALNE TOWN COUNCIL**

Bank House, The Strand, Calne, Wiltshire, SN11 0EN

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***SPECIAL OCCASIONS*****APPLICATION FOR HIRE OF TOWN HALL ROOMS**

Note: Once your application has been received our Wedding Liaison Officer will contact you to discuss all of your needs.

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

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Contact Name****Responsible Adult**

The Responsible Adult must be present throughout the function and meet with the Caretaker to run through safety and fire procedures.

**Address****Email****Telephone Numbers****Daytime****Evening****Date of event****Hire Times: From****am/pm****Hire Times: To****am/pm****Cleaning Times** (only if required following day):**From****am/pm****Cleaning Times** (only if required following day):**To****am/pm***The time given MUST include that needed for preparation before the event and clearing up afterwards. This should include the time needed by caterer or entertainer. Any additional time will be charged at the appropriate over-run rate.***DETAILS OF YOUR CELEBRATION** tick as appropriate

Wedding	<input type="checkbox"/>	Baby Naming	<input type="checkbox"/>	Renewal of Vows	<input type="checkbox"/>
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**DETAILS OF HIRE PACKAGE** (please refer to Special Occasions tariff for details and tick one box)

Ceremony Only	<input type="checkbox"/>	Ceremony & Celebration	<input type="checkbox"/>
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Reception Only	<input type="checkbox"/>	Ceremony & Reception	<input type="checkbox"/>
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**Please complete below if you are holding a Ceremony only or Ceremony & Celebration.**

Which room would you like your ceremony in?

Council Chamber	<input type="checkbox"/>	Corn Exchange	<input type="checkbox"/>	Large Hall	<input type="checkbox"/>
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Which room would you like your celebration in?

Corn Exchange	<input type="checkbox"/>	Large Hall	<input type="checkbox"/>
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## DEPOSITS

For ceremonies only, the full balance is required to confirm the booking.

For all other bookings a Holding Deposit of 50% is required 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.

A Damage Deposit of £200 will automatically be requested when the Town Hall Bar and/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. Events cannot go ahead until the Damage Deposit has been received.

Please see the Terms & Conditions for details.

<b>Holding Deposit: £</b>	<b>Damage Deposit required? YES / NO</b>
<b>Damage Deposit return cheque made payable to? (Name and Address Required if different from overleaf)</b>	

**IS CATERING REQUIRED AT YOUR FUNCTION?**     NO     YES (caterer if known) \_\_\_\_\_

Calne Town Council has a professional kitchen that can be hired for your function. Hire charge applies (see terms and conditions).

**IS ALCOHOL TO BE SERVED AT YOUR FUNCTION?**     NO     YES

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.

## GUESTS

How many guests do you anticipate attending your event?

## ROOM SET UP

Please use this space to notify Town Hall Caretaker of required room layout. This is required information. Our Events Manager will talk through this with you.

An application is made for use of the Town Hall. 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 entrance foyer. 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.

SIGNED: \_\_\_\_\_ PRINT \_\_\_\_\_ DATE: \_\_\_\_\_  
YOUR SIGNATURE IS A MANDATORY REQUIREMENT, (without it we cannot confirm your booking).

## CANCELLATION POLICY

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