



**TIDWORTH CIVIC CENTRE**  
Wylve Road, Tidworth, SP9 7QQ Tel: 01980 847390

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

**Regular Hirer AGREEMENT form**

**Name of HIRER** .....

**Organisation** .....

**Contact address** .....

**Telephone** ..... **Email** .....

**START DATE:**.....

<b>Day of the Week &amp; Timings</b> (to include set up & clearing away)			
<b>Designated Room:</b>			<b>Total</b>
<b>Kitchen:</b>	YES/NO	£5 p/hr	<b>Total</b>
<b>Tables &amp; Chairs Set Up</b>	YES/NO	<b>No. of Chairs</b> <b>No. of Tables</b>	

<b>Day of the Week &amp; Timings</b> (to include set up & clearing away)			
<b>Designated Room:</b>			<b>Total</b>
<b>Kitchen:</b>	YES/NO	£5 p/hr	<b>Total</b>
<b>Tables &amp; Chairs Set Up</b>	YES/NO	<b>No. of Chairs</b> <b>No. of Tables</b>	

<b>TOTAL FEE</b>	
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**Term Time Only:**    Yes / No



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**TERMS and CONDITIONS**

1. All applications for the hire of a Civic Centre Hall/Room must be in writing to the Council to the address above or by email to [tidworthadmin@tidworthtowncouncil.gov.uk](mailto:tidworthadmin@tidworthtowncouncil.gov.uk) and/or [tidworthadmin2@tidworthtowncouncil.gov.uk](mailto:tidworthadmin2@tidworthtowncouncil.gov.uk) If the hire is by an organisation and named on the above application, they will be jointly liable with the person who signs the form on their behalf. By signing these Terms and Conditions you will need to give your consent to us to keep your details on file (GDPR).

Please tick: GDPR consent

2. No alcohol shall be sold at any function in the Hall unless a **Special Licence** from the responsible authority, Wiltshire Council, has been granted. The hirer must produce evidence of this Licence to the Council Staff.

3. Any conditions attached to the **Entertainment Licence** (attached) shall be duly observed.

4. The Hirer shall not sub-let the Civic Centre or any part of it or the land.

5. The Hirer is responsible for all damage occurring within the Civic Centre 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. Please inform [tidworthadmin@tidworthtowncouncil.gov.uk](mailto:tidworthadmin@tidworthtowncouncil.gov.uk) or [tidworthadmin2@tidworthtowncouncil.gov.uk](mailto:tidworthadmin2@tidworthtowncouncil.gov.uk) of any existing damage/litter when starting your session.

6. 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.

7. 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 Civic Centre is reserved to the Clerk, any Town Councillor or Police Officer at any time during the hiring.

8. In an emergency the Hirer is 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.

9. No bolts, tacks, blu tack, nails, screws, or similar objects shall be used in the Civic Centre to secure decoration, banners, balloons etc.

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

11. Any mains electrical equipment brought into the Civic Centre premises by the Hirer, or on behalf of the Hirer, (eg disco equipment) must be electrically safe.

12. At the end of the hiring the Civic Centre shall be left in a clean and tidy state. Any food debris/spillages in the Centre are to be cleaned. Cups/plates etc are to be washed and kitchen sides to be wiped. Any consumables are to be removed. **The Hirer must remove ALL THEIR REFUSE**, place it in the appropriate



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external bin/container, and if they are full, please take it take 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.**

13. 7 days' notice is required for all cancellations, or no refund will be given. 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 your reference.**

14. 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

15. **CCTV is in operation on this site.**

Signed (Hirer) .....

Signed (TTC) ..... Date .....

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**For Office use only**

ID seen

Relevant Licence seen

Consent from TTC for outside advertising/banners or decoration given

GDPR Consent Given

**Tedworth Hall:** £45 per hour - up to 150 people

**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.

*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



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