

# The Laverton

## Form of agreement

Please use the 24hr clock when referring to times

Function date(s):	Hire start time:	Hire end time:
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Total number of guests:	
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**The Main Hall maximum capacity seating is 125 people**

How did you hear from us?	
Contact name:	

**Note: person signing must be 18 years of age or over. A responsible adult (over 21 years) must be present throughout the period of hiring. Under no circumstances is alcohol to be consumed by any person less than 18 years of age.**

Address:	
Contact number:	Email:

**Areas required: Costs per hour, exclusive VAT**

**Ground floor: Abraham Room 1, 2 & 3**

Charity price £10	Standard £12	Corporate/events £15
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**First Floor: William Room**

Charity price £10	Standard £12	Corporate/events £15
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**First Floor: Main Hall**

Charity price £15	Standard £18	Corporate/events £24
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Charities and weddings are subjected to different pricing.	Charity number:
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Do you require a bar?	Yes/No	£24
Bar open:	Last orders (10:45pm):	Bar closed (11:00pm):

**If you intend to sell or supply alcohol on the premises an additional form must be completed and signed**

Will there be music?	Yes/No	If yes, who will provide the music?
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**Updated PAT testing certification and public liability insurance will be required**

Will there be catering?	Yes/No	If yes, who will provide the catering?
Do you require use of the kitchen?	Yes/No	£50 fee (sole use)
Do you require tablecloths/ banqueting roll?	Yes/No	£4 per tablecloth £20 Banqueting roll

Do you require teas and coffees?	Yes/No. If yes, for how many?	£2 per person
Please specify seating plan/ layout here and on map attached		

Do you require the PA system, projector, laptop, microphones, portable screens and digital screens?	Yes/No. If yes, please detail
Do you require any other special arrangements?	Yes/No. If yes, please detail
Do any of your guests require special arrangements in the event of a building evacuation?	Yes/No. If yes, please detail and their names

If so, a personal emergency evacuation plan will need to be arranged with the staff

**Before the hiring of the venue, you must have a full induction on the Laverton Health and Safety regulations**

**50% deposit of the full payment shall be paid at the time of booking**

**Return this form to Westbury Town Council, The Laverton, Bratton Rd, BA13 3EN, Westbury. Any returned cheques are subject to a £35 charge to the individual or company. Payment can be made by Cheque to Westbury Town Council, Cash or Bacs to:**

Account number 00944903 Sort Code 30- 99-13 (use surname & invoice number as reference)

**I declare that the information given in this agreement is correct to the best of my knowledge and I acknowledge that any misstatement or misrepresentation will invalidate this agreement**

**A copy of the Terms and Conditions of hire will be provided for you to read and sign before the booking.**

**All rubbish must be taken with you, a fee of £30 will be charged for any rubbish left onsite. By signing below, you have read and agree to the conditions of hire.**

Signature of hirer as named above:	
Date issued:	

Amount enclosed:	£	CASH/Cheque/BACS
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Deposit paid:	£
Invoice number	£

