



**CTC USE ONLY**

Date forms returned	<input type="text"/>
Date deposit received	<input type="text"/>
Date full balance received	<input type="text"/>
Invoice <input type="text"/>	P.O. <input type="text"/>

## VENUE HIRE FORM

Use Adobe Acrobat Reader to fill in and sign this PDF form and then return via email.  
Alternatively you can print this form, complete by hand and then return by post.

<b>Date of hire:</b>	<input type="text"/>	<b>Event Type:</b>	<input type="text"/>
<b>Name of organisation:</b>	<input type="text"/>	<b>Tel/Mobile:</b>	<input type="text"/>
<b>Contact name:</b>	<input type="text"/>	<b>Email:</b>	<input type="text"/>
<b>Contact address:</b>	<input type="text"/>		
<b>Ticketed Event:</b> <small>Please tick</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Room required:</b> <small>Please tick</small>	<input type="checkbox"/> Neeld Community and Arts Centre <input type="checkbox"/> Town Hall <input type="checkbox"/> Syndicate Room
<b>Hire time (AM/PM):</b> <small>Please include setting up time</small>	<input type="text"/>		
<b>Event time (AM/PM):</b>	<input type="text"/>	<b>Number attending:</b>	<input type="text"/>
<b>Finish time (AM/PM):</b> <small>Please include packing up time</small>	<input type="text"/>	<b>Number of under 18s:</b>	<input type="text"/>

**Please sign below to confirm that you have read and understood the following:**

I confirm that the hire is in accordance with CTC (Chippenham Town Council) Terms and Conditions, which I have received, understand and accept.

I agree to pay the appropriate deposit and charges as stipulated in the Terms and Conditions.

The hire will only be approved on receipt of this form duly completed and signed along with a signed copy of the Terms and Conditions and a 50% deposit of the hire charge.

**Signed:**

**Date:**

If you are completing the form digitally you can draw or insert an image of your handwritten signature or initials.  
Use the Fill & Sign / Sign & Certify tool in Adobe Acrobat Reader.

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Please return this form by email to: [venuehire@chippenham.gov.uk](mailto:venuehire@chippenham.gov.uk)  
Or by post to: **Chippenham Town Council, High Street, Chippenham, Wiltshire, SN15 3ER**

If you want to talk to someone about your venue hire application please call 01249 446699

# BOOKING SUMMARY

Extras (please see hire charges for pricing)	YES please tick	NO please tick
Bar		
Kitchen hire		
Tables & chairs		
Chairs only Please include number required		
Table linen hire Please include number required		
Tea & coffee		
Tea, coffee & biscuits		
Orange juice		
Digital projector and screen		
PA system Includes CD player & 2 hand-held microphones		
Microphone stand		
Lectern		
Flip chart & pens		
Technician		
Music copyright (Payable for all live or recorded music)		
SIA registered door staff		
Use of our Box Office for ticket sales		

## Catering

Please answer Yes or No by ticking below

- Will you require catering?  Yes  No
- Will you be self-catering?  Yes  No
- Will you be using a caterer?  Yes  No

Please provide the name of your chosen caterer:

## Floor plan

Please complete and return a floor plan, obtainable from CTC, indicating your desired room layout at least one week prior to the event.

Please consult CTC regarding any technical requirements for your event.

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After returning this form, CTC will review your booking application and be in-touch with the cost for your hire. Payment details can be found below.

Please make cheques payable to '**Chippenham Town Council**'. Credit and debit cards are also accepted.

BACS payments can also be made to:  
**Lloyds | A/N 00075579 | S/C 30-91-99**