

PRIVATE PARTIES



DINNER DANCE



# TROWBRIDGE CIVIC CENTRE



CONCERTS & SHOWS



*Multi-use Event and Conferencing Venue*

## Information eBrochure 2012

WEDDINGS



MEETINGS & CONFERENCES



## Directions to Trowbridge Civic Centre



### A363 South Bound

From Bradford-On-Avon, drive down Cockhill, straight over the mini roundabout, with "Waterside Mews" to your left. Join the one-way system at Trinity Church, past the railway station, over the railway bridge into two-way traffic. At the mini roundabout turn right and straight over the next mini roundabout, so that the petrol station is on your left. Straight over the mini roundabout and left at the first set of traffic lights. Turn right at the roundabout and follow the road round. Parking is available in the multi-storey car park.

### A363 North Bound


From Westbury drive to Yarnbrook and follow signs to North Bradley. Drive under the railway bridge and turn right at the roundabout. Travel through the White Horse Business Park, straight over the first roundabout and right at the second. Drive past McDonald's and the DIY stores, straight over the next two mini roundabouts. Drive past Aldi, which is on your left and turn right at the roundabout onto County Way. At the bottom of County Way, take the right hand lane. After the second set of lights merge into the left-hand lane and take the next exit onto Castle Street, Over the bridge, turn right at the roundabout and follow the road round. Parking is available in the multi-storey car park.

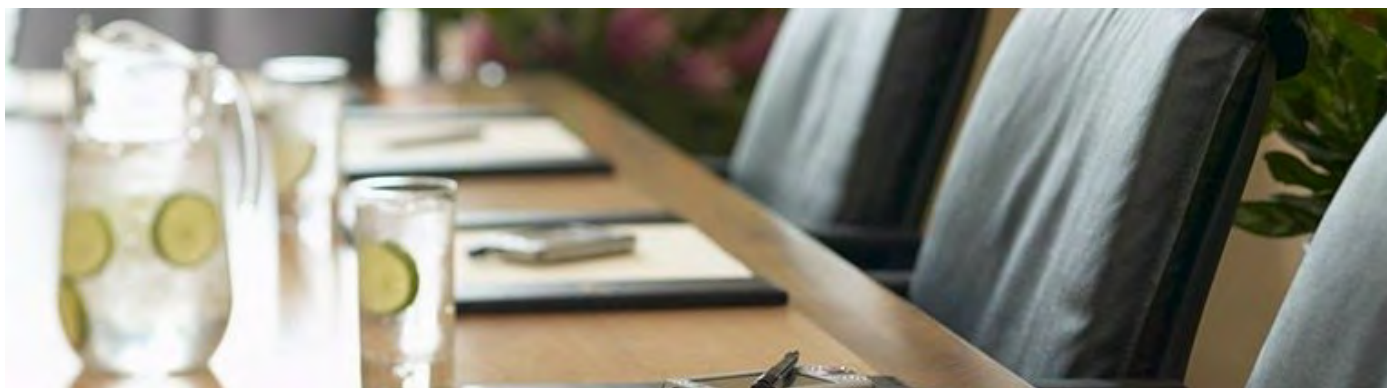
### A361 North Bound

From Frome, drive through Southwick. Entering Trowbridge drive past Southwick Country Park, through the next set of traffic lights and straight over the mini roundabout, continuing down Frome Road, passing Clarendon Sports Centre on your right. Turn right at the roundabout and left at the next roundabout onto County Way. At the bottom of the County way, take the right hand lane. After the second set of lights merge into the left-hand lane and take the next exit onto Castle Street, Over the bridge, take the right at the roundabout and follow the road round. Parking is available in the multi-storey car park.

### A361 South Bound

From Devizes, Melksham and Hilperton. Heading past "The Paxcroft Egg Farm", on your left, turn left at the roundabout and straight over the next two roundabouts and left at the last. Driving past Fieldways Hotel on your right, carry on past the Fire and Ambulance stations on your left. Take the second exit off the roundabout, down County Way, straight over the roundabout, past Tesco on your left. Keep to the right hand lane, through three sets of traffic lights. At the third set of lights merge into left-hand lane and take the next exit onto Castle Street. Driving over the bridge, take the right at the roundabout and follow the road round. Parking is in the multi-storey car park.

The Multi-Storey Car park is signposted, and look for road signs with "Castle Place" and 



# The Bowyers Room

The Bowyers Room, named after one of Trowbridge's largest and long term employers, is a simple, large space suitable for meetings, examinations and presentations as a sole booking. The room also provides an excellent space for additional "breakout" facilities when an event needs to expand outside the original booked area. Fitted with Internet facilities, prices include presentation equipment upon request. The room is located on the first floor and would serve well as a breakout room when using the Council Chamber.

Room Dimensions - Length 14.5 Metres x Width 6.5 Metres (94.25m<sup>2</sup>)

<p><b>THEATRE STYLE</b></p> <p><b>120 max</b></p>		<p><b>CLASSROOM STYLE</b></p> <p><b>36 max</b></p>	
<p><b>BOARDROOM STYLE</b></p> <p><b>40 max</b></p>		<p><b>CABARET STYLE</b></p> <p><b>56 max</b></p>	
<p><b>BANQUET STYLE</b></p> <p><b>N/A</b></p>		<p><b>STANDING ROOM</b></p> <p><b>120</b></p>	

## PRICING

**Hourly Rate**

**£19<sup>ph</sup>**

For blocks of 6 hours or more please discuss pricing with the manager

Equipped with basic AV and IT as standard  
Prices exclude VAT



# The Lansdown Hall

The Lansdown Hall is named after the original editor of the Wiltshire Times, and a historian with a great knowledge of the town's architecture. The largest space in the venue suitable for meetings, presentations, dance events, music and theatre. The hall meets every need to stage events, its multi deck stage allows flexible use, and a full width sound/light gallery is fitted with all that is needed to run many events. Internet facilities available, and prices include presentation equipment upon request. For use of the sound/light gallery a technician charge will be applied in addition to the hall hire. The room is located on the ground floor of the building.

Room Dimensions - Length 21 Metres x Width 18.5 Metres (388m<sup>2</sup>)

<p><b>THEATRE STYLE</b></p> <p><b>600 max</b></p>		<p><b>CLASSROOM STYLE</b></p> <p><b>N/A</b></p>	
<p><b>BOARDROOM STYLE</b></p> <p><b>N/A</b></p>		<p><b>CABARET STYLE</b></p> <p><b>224</b></p>	
<p><b>BANQUET STYLE</b></p> <p><b>340</b></p>		<p><b>STANDING ROOM</b></p> <p><b>700</b></p>	

## PRICING

**Hourly Rate**

**£42<sup>ph</sup>**

For blocks of 6 hours or more please discuss pricing with the manager

Equipped with basic AV and IT as standard  
Prices exclude VAT



# The Stancomb Rooms

The Stancomb Rooms, named after a wealthy 18th century clothier family based in Trowbridge, are mainly designed for use as dressing rooms. The rooms can be booked for small meetings if required and provide an excellent space for additional “breakout” facilities when an event needs to expand outside the original booked area. Fitted with Internet facilities, prices include presentation equipment upon request. The room is located on the ground floor of the building

Each Room Dimensions (Approx) - Length 4 Metres x Width 4.5 Metres (18m<sup>2</sup>)

<p><b>THEATRE STYLE</b></p> <p><b>24 max</b></p>		<p><b>CLASSROOM STYLE</b></p> <p><b>12 max</b></p>	
<p><b>BOARDROOM STYLE</b></p> <p><b>12max</b></p>		<p><b>CABARET STYLE</b></p> <p><b>N/A</b></p>	
<p><b>BANQUET STYLE</b></p> <p><b>N/A</b></p>		<p><b>STANDING ROOM</b></p> <p><b>N/A</b></p>	

## PRICING

**Hourly Rate**

**£11 ph**

For blocks of 6 hours or more please discuss pricing with the manager

Equipped with basic AV and IT as standard  
Prices exclude VAT



# The Usher Suite

The Usher Suite, named after one of the town's popular and long term employers, is a large space with the main use providing a café. Upon agreement with the caterer the room also provides an excellent space for parties and other similar functions. Fitted with WIFI, prices can include presentation equipment upon request. The room is located on the ground floor and can be split into two rooms.

Room Dimensions - Length 17 Metres x Width 11.5 Metres (195m<sup>2</sup>)

<p><b>THEATRE STYLE</b></p> <p><b>180 max</b></p>		<p><b>CLASSROOM STYLE</b></p> <p><b>64 max</b></p>	
<p><b>BOARDROOM STYLE</b></p> <p><b>46 max</b></p>		<p><b>CABARET STYLE</b></p> <p><b>84 max</b></p>	
<p><b>BANQUET STYLE</b></p> <p><b>120</b></p>		<p><b>STANDING ROOM</b></p> <p><b>200</b></p>	

## PRICING

**Hourly Rate**

**£33<sup>ph</sup>**

For blocks of 6 hours or more please discuss pricing with the manager

Equipped with basic AV and IT as standard  
Prices exclude VAT



# The Council Chamber

The Council Chamber is a large space suitable for meetings, examinations and presentations as a sole booking. The room also provides an excellent space for Wedding Receptions with its Full Glass Balcony and the adjacent room provides a suitable space for a Wedding Ceremony for up to 60 persons. The Council Chamber can hold up to 100 for a wedding reception. Fitted with Internet facilities, prices include presentation equipment upon request. The room is located on the first floor of the building.

Room Dimensions - Length 11.5 Metres x Width 10.5 Metres (120m<sup>2</sup>)

<p><b>THEATRE STYLE</b></p> <p><b>140 max</b></p>		<p><b>CLASSROOM STYLE</b></p> <p><b>72 max</b></p>	
<p><b>BOARDROOM STYLE</b></p> <p><b>50 max</b></p>		<p><b>CABARET STYLE</b></p> <p><b>63 max</b></p>	
<p><b>BANQUET STYLE</b></p> <p><b>90 max</b></p>		<p><b>STANDING ROOM</b></p> <p><b>140</b></p>	

## PRICING

**Hourly Rate**

**£30<sup>ph</sup>**

For blocks of 6 hours or more please discuss pricing with the manager

Equipped with basic AV and IT as standard  
Prices exclude VAT



# The Pitman Committee Room

The Pitman Committee room, named after the famous Sir Isaac Pitman, creator of the Pitman Short hand, provides an excellent space for break out rooms or small meetings but would also be suitable for a Wedding Ceremony for up to 60 persons. The adjacent Council Chamber can hold up to 100 for a Wedding Reception. Fitted with Internet facilities, and prices include presentation equipment upon request. The room is located on the first floor of the building.

Room Dimensions - Length 8 Metres x Width 6 Metres (48m<sup>2</sup>)

<p><b>THEATRE STYLE</b></p> <p><b>60 max</b></p>		<p><b>CLASSROOM STYLE</b></p> <p><b>20 max</b></p>	
<p><b>BOARDROOM STYLE</b></p> <p><b>24 max</b></p>		<p><b>CABARET STYLE</b></p> <p><b>N/A max</b></p>	
<p><b>BANQUET STYLE</b></p> <p><b>N/A</b></p>		<p><b>STANDING ROOM</b></p> <p><b>60</b></p>	

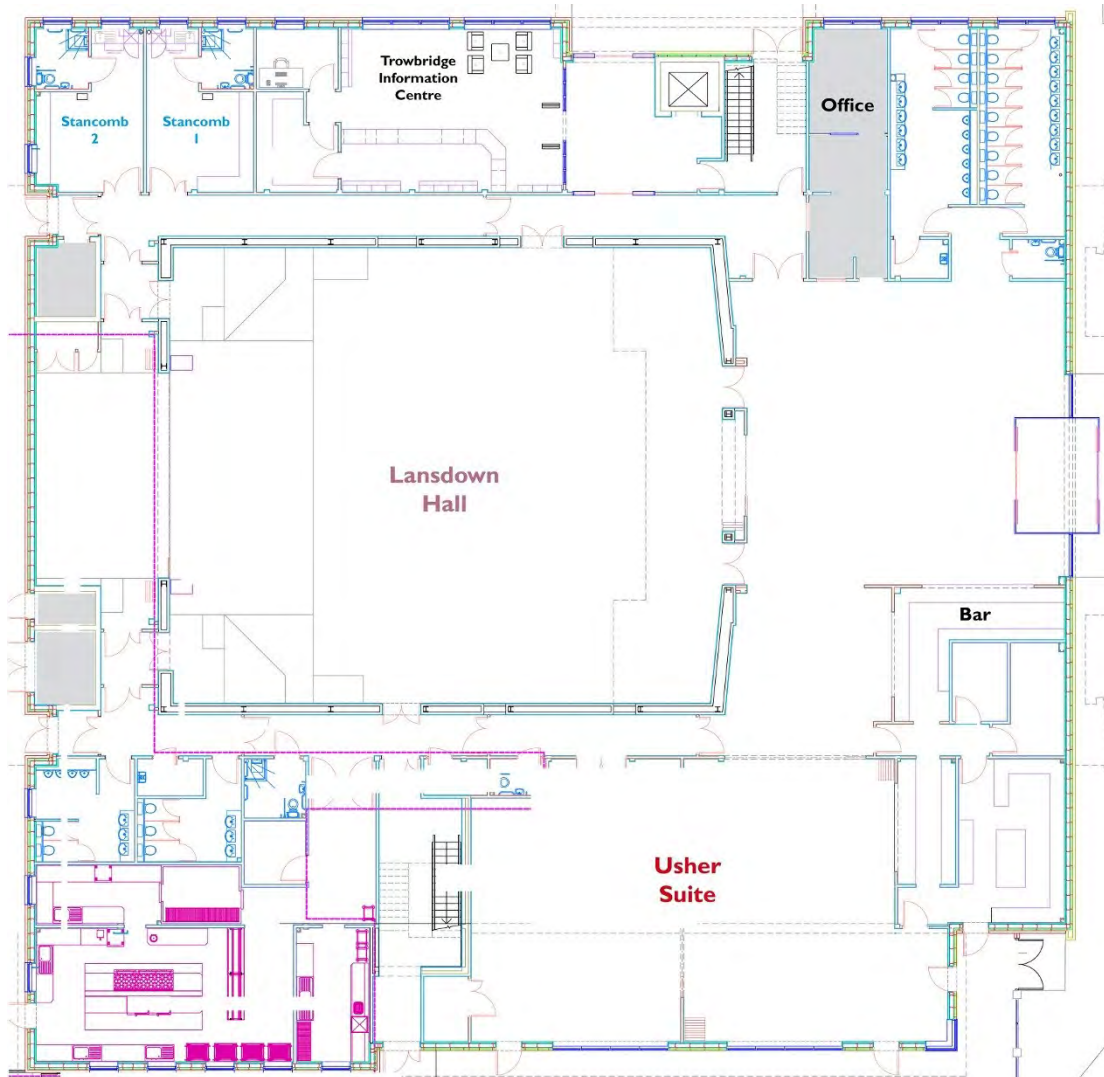
## PRICING

**Hourly Rate**

**£18<sup>ph</sup>**

For blocks of 6 hours or more please discuss pricing with the manager

Equipped with basic AV and IT as standard  
Prices exclude VAT



Event & Conference Entrance



**Civic Centre  
Floor plan  
Ground Floor**



**Civic Centre  
Floor plan  
First Floor**



# **TERMS AND CONDITIONS OF HIRE FOR THE CIVIC CENTRE**



## **1 Interpretations**

- a) The “Council” means Trowbridge Town Council and officers authorised by them to perform any particular duty.
- b) The “Centre” means the property and adjacent grounds owned or operated by the Council.
- c) The “Manager” means the Manager of the centre and any authorised officer of the Council, performing management duties at the centre from time to time.
- d) The “Hirer” means the person making an application on behalf of the organisation.
- e) “Contract of Hire” means the formal written particulars of an organisation’s use of the centre and the rules and regulations contained therein, which shall be deemed to include these terms and conditions of hire.

## **2 Hirer’s Responsibilities**

- a) The Hirer shall agree all arrangements for seating, decorations, scenery, or structures of any description with the Manager at least two weeks prior to the commencement of hire, and shall agree to abide by the licensing regulations in force at the time of hire.
- b) No additional lighting effects or electrical equipment shall be introduced into the premises without having had the approved Portable Appliance Testing labels and the previous consent of the Manager.
- c) The Hirer shall not bring or permit to be brought on to the premises any explosives, inflammable spirits or fireworks neither of any kind nor without consent install any portable heaters of any type.
- d) The Hirer shall not without the prior written agreement of the Manager use or permit to be used any naked lights any inflammable material, costume, decorations or scenery on the premises and shall not allow any act or performance to take place on the premises which might endanger persons on the premises or the premises themselves.
- e) No wax or powder shall be placed on the floor without the permission of the Manager.
- f) The Hirer shall not use the premises for any purpose other than that described on the booking form.
- g) The Hirer does not have the right to assign or sublet any of its rights or liabilities under the contract of hire to any other person or persons.
- h) The Hirer shall ensure that the maximum capacity of the premises as outlined on the booking form is not exceeded.
- i) The Hirer shall be responsible for maintenance of good order and efficient supervision at the premises.
- j) The Hirer shall keep all gangways, doorways, passages, entrances and exits unobstructed and shall keep the entrance and all exits of the premises unlocked whilst the function is in progress.
- k) The Hirer shall not give or permit the giving of any gratuity to any member of staff.

## **3 Bookings**

- a) Terms and conditions should be read in conjunction with the pricing structure and booking forms and are available from Trowbridge Civic Centre, Trowbridge Town Council, St Stephens Place, Trowbridge, Wiltshire. BA148AH.
- b) Trowbridge Town Council reserve the right to refuse any bookings or to impose any special conditions or restrictions but subject to a right of appeal to the Council.

## **4 Charges**

- a) Charges for the use of facilities shall be those determined by the Council, as outlined in the accompanying scale of charges. The Council reserves the right to alter charges without notice.
- b) Customers will be charged the hire charge in force at the time of the event not at the time of booking.

## **5 Payment**

- a) Deposits must be paid in advance to confirm any booking and all charges are made on an hourly basis. For one-off events the balance must be paid before commencement of the event, for weekly/monthly events booked upto 1 year in advance, balances will be invoiced each month and shall be paid within 30 days after receipt of the invoice. In the event of non-payment by such date the Council reserves the right to take legal action to recover the amounts owed.
- b) All cheques and money orders should be crossed and made payable to Trowbridge Town Council.
- c) All correspondence relating to accounts should be addressed to Trowbridge Town Council, St Stephens Place, Trowbridge, Wiltshire. BA14 8AH.

## **6 Cancellation**

- a) Should the Hirer wish to cancel their booking they will become liable for the appropriate charge as outlined in the accompanying scale of charges.
- b) The Council reserves the right to cancel the use of any premises at any time and for whatever reason. All monies paid in respect of the booking will be refunded. The Council will not be liable for any other expenditure or loss sustained, directly or indirectly by the Hirer or the organisation arising from the cancellation.

## **7 Damage To or Loss of Property**

The Council accepts no liability for damage to, or loss of, any property or articles or things whatsoever, placed or left at the centre or any part thereof, by any organisation, or any member of any organisation or any individual.

## **8 Damage Causes**

- a) The Council reserves the right to demand a damage deposit, which shall be subject to appropriate deduction in the event of damage being caused to the centre, fixtures and fittings.
- b) The Hirer shall pay the Council on demand, the amount of any damage (fair wear and tear excluded) caused to the centre by the Hirer or any person participating in an event at the invitation by the Hirer. The Manager and the Town Clerk whose decision shall be final shall certify the amount.

## **9 Indemnity**

- a) The Hirer shall indemnify the Council in respect of the Hirer's legal liability only for all claims, damages to or loss of property belonging to any person and for any personal injury to or the death of any person during the course of or in consequence of the hiring save insofar as the same arises out of any act, omission or negligence on the part of the Council.
- b) The Hirer shall indemnify the Council for the Hirer's legal liability only against all claims, demands, actions and proceedings in respect of any infringement of copyright by an unauthorised performance or use of recording apparatus or contrivance at the centre by the Hirer or his agent.
- c) The Hirer shall not play or permit to be played recorded or broadcasted music, or perform any work, which will infringe any copyright. Guidance on compliance with regulations, may be sought from the Manager.
- d) Whenever the function includes the public performance of any copyright work, the Hirer must secure from them appropriate persons or bodies the right to have such works performed or produced and must reimburse the Council all sums of money which the Council may have to pay in respect of such performance or by reason of any infringement of copyright occurring during the hiring.

## **10 Hirer to Insure if Required**

If required by the Council, the Hirer shall effect, before the date of the hiring, insurance in the joint names of the Council and the Hirer against the Hirer's liability to third parties in connection with the hiring for an amount to be prescribed by the Council and shall produce evidence of such cover to the Council.

## **11 First Aid**

- a) First Aid requirements should be reviewed by the hirer as Council employees are NOT available to administer First Aid.
- b) In the event of injury, the Hirer should immediately alert the Manager who will deal with the incident. All injuries/accidents should be dealt in this way and recorded. The Hirer may be requested to provide suitable qualified First Aid cover if deemed necessary by the type of activity undertaken.

## **12 Catering**

The Council reserves the exclusive right to sell all refreshments, beverages and foodstuffs for consumption within the centre either by itself or through its agents. Dispensation to clause 12 may on occasion be granted and shall be subject to written confirmation.

## **13 Sale of Alcohol**

At the Civic Centre the sale and consumption of alcohol, soft drinks and hot beverages must be on the premises. The Civic Centre has a licence for off-sales and you may ask for purchases on the premises to be resealed and taken off the premises, as opened beverages may not be taken. Raffles which involve the possible winning of alcoholic prizes can not be played by under 18's. When prizes are awarded they must remain sealed and then consumed off the premises. At Longfield Community Centre all events involving the consumption of alcohol must be authorised by Civic Centre management and require SIA registered door staff to be employed at an additional cost to the Hirer.

## **14 Broadcasting and Filming Rights**

No Hirer booking the facility may grant broadcast (whether sound, television, cable or satellite) rights to any third party in respect of any event to be held at the centre, without the prior written consent of the Council. If such consent is given, the Council reserves the right to take part in negotiations, to be a party to the terms and conditions of any agreement reached and to take all or share in any income and publicity delivered there from.

## **15 Photographs and Video Recording**

Photographs for professional use and publication thereof must not be taken in the centre without the permission of the Manager. The use of recording equipment is likewise not allowed in the centre without the permission of the Manager.

**16 Sale of Goods**

The Hirer shall comply with the code of conduct for occasional sales issued by the Council and appended to these conditions. (If appropriate)

**17 Advertising**

The Hirer shall not advertise, flypost or publicly announce any event to take place in the centre without first completing the booking form and prior approval, in writing, of the Management.

**18 Gambling**

No sweep stake, raffle or any other kind of lottery shall be promoted, conducted or held on the premises except such lotteries as are deemed to be lawful by virtue of any enactment relating to Gambling, Betting and Lotteries and for which approval has been given by the Council in writing.

**19 Smoking**

The Town Council operates a total ban on smoking in all council owned properties.

**20 Animals**

With the exception of specified events and Guide Dogs, animals are not permitted within the centre.

**21 Vacation of Premises**

The Hirer shall ensure that all members, including Entertainment, have vacated by the CLEAR BUILDING TIME on the booking form. The CLEAR BUILDING TIME at Longfield Community Centre must be on or before midnight to comply with our licence that respects that this venue is in a residential area. The part or parts of the facility used are left in a tidy and orderly condition at the end of each period of use. The Council reserve the right to levy an additional cleaning charge should the premises be left in such a state as to necessitate additional cleaning.

**22 Licences**

If it is necessary for the Council to apply to the magistrates for an extension or variation of the terms of any licence issued by them to the Council or for any special order of exemption from the terms of such licence, the Hirer shall not advertise the provisions as to licensing at the function until after the Magistrates have considered and dealt with the Council's application and shall pay the Council's necessary expenses for so doing, including the licence fee.

**23 Stage Entertainments**

The Hirer must comply with the terms and conditions of the Council's licence for the performance of stage entertainment in respect of any function to which such licence applies.

**24 Additional and Special Conditions**

- a) The Council reserves the right to impose additional conditions or to vary the conditions on any hiring provided that notice thereof is given to the Hirer not less than 48 hours before the commencement of the function if practicable.
- b) Any event that may be of an explicit nature must be advertised, promoted and sold as an OVER 18's only. Any event of this kind is subject to the Manager's permission, and any event that is deemed as explicit by the Manager for which they have not been notified prior to the event is subject to immediate closure of that event, the Hirer shall accept all liability in the event that this happens.
- c) Any events, private parties including weddings which include children amongst the group must ensure that all children are supervised by an adult after the hours of 2100.

**25 Performing Rights Society**

It is the responsibility of the Hirer to ensure that all PRS returns, programme details and box office information should be forwarded to the Council no later than 7 days after the final performance.

**26 Failure to Observe Conditions**

If the Hirer shall fail to observe or perform or secure the due observances or performance by others of these Conditions, the Council may without notice forthwith cancel the Hirer's booking and any rights of the Hirer shall thereupon cease. Such cancellation shall not release the Hirer from any of his obligations or affect any right to remedy which the Council may have and, notwithstanding the provisions of Condition No. 9 hereof, the Council shall be entitled to retain for their own use and benefit any monies paid by way of deposit and to sue for any balance outstanding.

**27 Data Protection**

The Town Council wishes on occasions to take photographic images of its services and events where the users of the service or event may be present. Users by virtue of their booking and being part of a service or event are advised that these images may be used for future promotion and marketing. As required by the Data Protection Act, the Council recognises the rights of individuals to their photo image and will not use or retain any images taken of individuals without their express permission, but may use individual's image without permission where they are part of a group.



# BOOKING REQUIRMENTS FORM



CUSTOMER DETAILS

Type of Event				Date of Event	
First Contact				Telephone No	
Organisation					
Address					
Postcode		Email			
Second Contact				Telephone No	

ROOM DETAILS

Event Times	Start	Finish	Expected attendance
<b>LANSDOWN HALL</b>	Hire Start		Hire Finish
<b>STANCOMB ROOM 1</b>	Hire Start		Hire Finish
<b>STANCOMB ROOM 2</b>	Hire Start		Hire Finish
<b>USHER SUITE</b>	Hire Start		Hire Finish
<b>PITMAN COMMITTEE ROOM</b>	Hire Start		Hire Finish
<b>COUNCIL CHAMBER</b>	Hire Start		Hire Finish
<b>BOWYERS ROOM</b>	Hire Start		Hire Finish

When stating hire start / hire finish times, this **MUST** include the time for setting up and breaking down. Charges are applicable from the point that the first person for the function turns up and the last person leaves. The "Event" time is when you expect the first person attending to arrive and when the function finishes before breaking down. We understand that some functions have different needs and these charges can be discussed with the Facilities Manager at anytime.

<b>Bar Requirements:</b> If a bar is required for your event please place times in these boxes, the latest a bar will remain open for is up to 15 minutes before the end time of your event.	<b>Open</b>	
	<b>Close</b>	
<b>Use of the Sound Light Gallery:</b> For events which require use of the stage lighting and PA system, a technician's rate will be charged on top of hall hire, please specify times in these boxes.	Half Day £75+VAT	
	Full Day £150+VAT	

<p><b><u>Delegate Rate Conference £30.00 per delegate + VAT</u></b></p> <p>This is based on a Minimum of 50 delegates, it includes equipment hire, technician, buffet lunch and refreshments.</p> <p>If you wish to have this rate, please tick the box to the side and provide the approximate delegate numbers in the box below.</p> <p>For Full information on the Delegate Rate package available, please refer to the additional information sheets in this pack.</p>	<p><u>Tick Box</u></p> <p><u>Delegate No:</u></p>
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<b>Catering Requirements</b> If you wish to have catering, please tick the box to the side and provide the approximate numbers in the box below. For Full information on Catering packages a meeting will need to be arranged with our in house caterer, this will include refreshments such as Tea/Coffee and Juice.	Tick Box
	Covers

**Please provide times for breaks below** (which ever is applicable)

<b>Arrival</b>		<b>1st Break</b>		<b>Lunch</b>		<b>2nd Break</b>		<b>3rd break</b>	
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**Please list any additional requirements below:** (these should be discussed when meeting with a member of staff)

It is important to us that you are completely satisfied that ALL event details are agreed between both parties, this will ensure the event runs smoothly on the day. Please provide dates below that you wish to have meetings with us before the event to check that details are agreed properly and to make changes if required.  
 (Fill in which visits you feel apply to you)

<b>1st Meeting</b>		<b>2nd Meeting</b>		<b>Final Meeting</b>	
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If you would like your function to be advertised free of charge on our "Public Events" sheet please complete the following:  
 Name of show/event.....Brief description.....

Deposit required to secure booking (50% of total hire charge to confirm the booking)      **Deposit Paid: £.....**  
**Cheques should be made payable to Trowbridge Town Council**

**I agree to abide by the Terms and Conditions of the hire of Trowbridge Town Council (TTC) Civic Centre.** (Please sign the enclosed copy of the T&C's and return with your booking form)

Signature: .....      Name: .....  
 Date: .....      Organisation: .....

**OFFICE USE ONLY**

<b>RBS - Booking system customer details</b>			
<b>Customer ID Short Code</b>		<b>Customer ID Number</b>	

