

VENUES FOR ALL OCCASIONS

CONFERENCES & EVENTS



Devizes
Town Council

VENUES

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what we offer...

- Comfortable, versatile rooms
- Exhibition, conference & meeting spaces from 4 to 400 delegates
- Natural daylight but all rooms can be blacked-out
- Free Wifi
- Fully accessible with Induction Loop in main rooms

For more information or to book please call us on 01380 722160 or email bookings@devizes-tc.gov.uk

If you are a charity or association please contact us to discuss room hire & package rates.

weekday delegate packages

Minimum 12 delegates	Bronze Package		Silver Package		Gold Package	
			Full Day	Half Day	Full Day	Half Day
Package price	£31 pp		£36 pp	£26 pp	£39 pp	£31 pp
Tea/coffee & biscuits on arrival	✓		✓	✓	✓	✓
Mid morning or afternoon tea/coffee & biscuits	✓		✓	✓	✓	✓
Main conference room hire	✓		✓	✓	✓	✓
Flipchart & pens	✓		✓	✓	✓	✓
Screen	✓		✓	✓	✓	✓
Data projector	✓		✓	✓	✓	✓
Buffet lunch see page 6			Coleridge / Wordsworth / Shelley / Dickinson		Blake / Keats / Byron / Allingham	








equipment hire

We work with a team of audio-visual specialists who offer an extensive range of equipment, with prior notice.

DVD Player	£20.50	Lapel microphone	£20.50
Speakers	£20.50	Table microphone	£10.50
Screen	£5.60	Piano in Assembly Room	Free*
Extra flipcharts	£15.50	Blue/Burgundy Display Screens	£5 each
Data projector	£41.00	Lectern	£5.00
Head microphone	£20-£50	A4 Photocopy	15p each
Roving microphone	£20.50	A3 Photocopy	30p each



room hire charges

	TOWN HALL				
	Assembly Room	Grand Jury Room	Council Chamber	Cheese Hall	
	Mon - Sun	Mon - Sun	Mon - Sun	Mon - Sun	
Half Day 8am - 1pm or 2pm - 5.30pm	£130	£67	£82	£84	
Full Day 8am - 5.30pm	£259	£135	£163	£167	
6pm to Midnight	£259	£135	£163	£167	
After Midnight	£65p/hr (Fri & Sat)	£47p/hr (Fri & Sat)	£78p/hr (Fri & Sat)	£56p/hr (Fri & Sat)	
Dimensions (metres)	15.5L x 9W x 4.5H		7.5L x 6.5W x 3.6H	11.5L x 7.7W x 3.6H	
Layout & capacity					
 Boardroom	40		18	25	
 U Shape	36		16	16	
 Classroom	45		18	35	
 Theatre	150		40	80	
 Cabaret	90 (square tables)			40 (trestle tables)	
 Round Tables	100			40	
 Reception	150**				
Non-seated Reception	150		40	110	
Other features	Air conditioned / Piano				

CORN EXCHANGE

	<i>Ceres Hall</i>		<i>Wessex Room</i>		<i>Yeoman Room</i>		<i>Merchants Suite</i>
	Mon - Fri 8am - 5.30pm	Fri 6pm - Sun 6pm	Mon - Fri 8am - 5.30pm	Fri 6pm - Sun 6pm	Mon - Fri 8am - 5.30pm	Fri 6pm - Sun 6pm	Mon - Sun
	£206	£259	£130	£206	£82	£130	
	£412	£520	£259	£412	£163	£259	
	£412	£437	£259	£412	£163	£259	£164*
	£135	£173	£85	£135	£52		
	19L x 13W x 4.5H		14L x 8.5W x pitched		7.5 x 6.5 x pitched		23L x 22W x 2.4H
	40		30		22		
	40		32		18		
	120		60		18		
	400		110		40		
	180		80		20		
	200		80		30		
	400**		150***		150***		
	400		150		150		300
	Air conditioned		Air conditioned		Air conditioned		Air conditioned / No windows

***When rooms are booked together | Prices until March 2019 & include VAT @ 20%



buffets *£5.75 per person**

COLERIDGE

- Assorted White & Wholemeal Sandwiches
 - Assorted Quiche
 - Chicken & Vegetable Satay
 - Sausage Rolls
 - Tortilla & Crisps with dip
 - Sausage on Sticks
 - Vegetarian Puffs
 - Chicken Goujons
 - Fruit Basket
-

WORDSWORTH

- Selection of Traditional & Continental Breads & Wraps
 - Bite Size Ploughman Sausage Rolls filled with Homemade Chutney & Cheddar Cheese
 - Indian Vegetable Samosas, Onion Bhajis & Vegetable Pakora
 - Spanish Style Breaded Chicken Breast served with a Smoked Paprika Mayonnaise
 - Chorizo & Roast Vegetable Fitters
 - Oven Baked Ciabatta topped with Tomato relish & melted Mozzarella
 - Platter: ½ Fresh Fruit & ½ Homemade Cakes
-

SHELLEY

- Meze: Homemade Bistro Falafels with Humous, Olives & Crudities
Vaughan's Kitchen Pomegranate & Chilli Jam with Homeamade Organic Flat Bread
 - Fruit & Fair Trade Chocolate Fudge Cake
-

DICKINSON

- Freshly prepared salad pots, which may include Prawn Marie, Chicken Caesar, Olive and Feta
- Freshly prepared sandwiches on wholemeal and white bread with a variety of fillings
- Freshly cooked selection, which may include Pork and Sage Sausage Rolls, Vegetarian Quiche, Spicy Chicken Skewers, Spring Rolls Onion Bhajis, Crisps
- Platter of fruit and cakes

* Please note that the finger buffets are non-interchangeable



£7.75 per person*

BLAKE

- Assorted White & Wholemeal Sandwiches
 - Assorted Mini Tartlets
 - Chicken or Vegetable Satay
 - Savoury Veggie Puffs
 - Vegetarian Onion Bhajis, Samosas & Spring Rolls
 - Crudities with dip
 - Chilli & Ginger Chicken Goujons
 - Sausage Rolls & Cocktail Sausage on Sticks
 - Profiteroles with Chocolate Sauce, Meringue Shells & Fruit Basket
-

KEATS

- Selection of Traditional & Continental Breads & Wraps
 - Homemade bite-size Cornish Pasties filled with Steak Mince, Carrots, Potatoes & Onions wrapped in shortcrust pastry
 - Smoked Salmon Roulade filled with Cream Cheese & baby Spinach
 - Mini Cherry Tomato & Basil Galettes
 - Stilton, Roast Mushroom & Red Onion Marmalade Encroutés
 - Fresh Fruit Brochettes
 - Homemade Cakes
-

BYRON

- Meze: Homemade Bistro Falafels with Humous, Olives & Crudities
Vaughan's Kitchen Pomegranate & Chilli Jam with Homemade Organic Flat Bread
 - Platter of Cold Meats or Fish (please advise preference)
 - Fair Trade Chocolate Fudge Cake
 - Greek Yoghurt & marinated Fruit Salad
-

BROWNING

- Freshly prepared salad pots, which may include Prawn Marie, Chicken Caesar, Olive and Feta
- Freshly prepared sandwiches on wholemeal and white bread with a variety of fillings
- A savoury selection, which may include rolls, wraps and toasted flat breads.
- Freshly cooked selection, which may include Pork and Sage Sausage Rolls, Vegetarian Quiche, Spicy Chicken Skewers, Spring Rolls Onion Bhajis, Crisps
- Platter of fruit and cakes

individual items

1½ Rounds of Sandwiches	£3.60
Tea/Coffee & Biscuits per cup	£1.50
Tea/Coffee & Danish Pastries per person	£3.00
Tea/Coffee & Mini Danish Pastries per person	£2.20
Orange & Apple Juice per jug	£4.70
Tea/Coffee & Bacon Rolls per person	£4.00
Tea/Coffee & Assortment of Cakes per person	£2.00
Assortment of Fruit per person	80p

Prices until March 2019 & include VAT @ 20%

hot fork buffets

£12.50 per person

GAINSBOROUGH

- Beef Chilli Con Carne with rice & jacket potato or French bread & mixed green salad
- Chicken A La King - diced chicken in a cream mushroom & pepper sauce with rice, jacket potato & mixed green salad
- Traditional Beef Lasagne with jacket potato, warm French bread & mixed green salad

- Chicken Curry in choice of madras, korma, tikka masala or rogon josh sauce with rice & jacket potato, popadoms, mango chutney, mixed green salad & sambols
- Leek & Ham Mornay - Leeks wrapped in Wiltshire Ham in a Cheese Sauce, new potatoes & vegetables or salad
- Sausages, Mashed Potato & Onion Gravy Butcher Sausages & choice of 2 vegetables (vegetarian option available)

- Pasta Bake in either a Béchamel or tomato sauce with jacket potato & mixed green salad ✓
- Cauliflower & Broccoli Bake in a cheese sauce topped with tomatoes & grated cheese with either jacket or new potatoes & mixed green salad ✓
- A Selection of Desserts

REYNOLDS

- West County Lamb, Potato, Mint & Red Wine Pie topped with puff pastry, buttered new potatoes, lemon glazed carrots & broccoli florets
- Pan-Fired Chicken Breast with a White Wine & Tarragon Sauce with penne pasta, tossed green salad & garlic bread
- Mediterranean Fish Crumble with ratatouille & basil mozzarella crumble, Greek salad & continental breads

- Creamy Chicken Breast & Spring Vegetables Pie topped with filo pastry, buttered new potatoes, lemon glazed carrots & broccoli florets
- Spicy Slow Cooked Beef Rogan Josh finished with fried onions & peppers, with braised pilaf rice, warm nann bread, mango chutney, a mint yogurt dip & Indian slaw
- Pan-Fried Beef Stroganoff with mushrooms, French mustard & brandy & fresh cream & braised rice

- Greek Style Aubergine & Chick Pea Moussaka with layers of sliced potatoes topped with a cheese soufflé, Greek salad & warm crusty bread ✓
- Traditional Mediterranean Vegetable & Tomato Roly-Poly Pudding finished with basil & cheddar cheese & rolled in a herb suet pastry, pesto mash & laced with a tomato sauce ✓
- A Selection of Desserts

TURNER

- Slow Cooked Wiltshire Pork with Portuguese style peppers, bay leaf with paprika rice pilaff
- Devizes Pork Sausages 6X Casserole with mash potatoes (vegetables baked in the casserole)

- Mississippi Southern Fried Chicken (mild or proper) with Madison & sour cream
- Moroccan Fish Tagine with roasted couscous (mild). Hot harissa served separately & mixed salads
- Cornish Hake Fish Cake with lemon mayo & mixed salads

- Moroccan Chick Pea Tagine with roasted couscous (mild) chilli served separately with mixed salad ✓
- Spanish Manchego Cheese & Sun Dried Tomato Potato Cakes with Spanish salad ✓
- A Selection of Desserts

ALLINGHAM

- Spiced Beef Chilli with Red Kidney Beans served with white rice, warm tortilla, green salad & grated cheese
- Slow Cooked Beef or Chicken Curry served with white or pilau rice, warm naan bread, poppadum's, cucumber relish, mango chutney & mint yoghurt dip

- Homemade British Beef Lasagne served with fresh green salad & garlic bread
- Slow Roasted Wadworth 6X Beef Stew served with creamy mashed potato and puff pastry croute
- Red Wine British Beef Bourguignon served with creamy mashed potato, crusty bread and butter

- Farmers Chicken Fricassee, diced chicken slowly cooked in a mushroom & white wine sauce, served with white rice or new potatoes, fresh green salad and garlic bread



terms & conditions

1. APPLICATION

The Council reserves the right to refuse any application to hire its venues (the “Venue”) without having to give any reason. It may also impose any additional terms and conditions as it considers appropriate from time to time. Use of the Venue includes use of the foyer, cloakrooms, dressing rooms and refreshment facilities. The Venue must only be used by the person seeking to hire it (the “Hirer”) for the purposes stated on the relevant application form. If the Venue is used for any other purpose, or the Council suspects that it will be so used, it reserves the right to terminate the booking immediately without being required to pay any form of compensation to the Hirer.

2. CANCELLATIONS

Where written notice of cancellation is given to the Council by the Hirer one month or more before the date of the booking, **No Charge** will be payable by the Hirer. If a deposit has been requested by the Council, this will be retained unless and until the date of the booking is requested and paid for in full by another hirer. Where written notice of cancellation is given to the Council by the Hirer less than three weeks but more than 7 days before the date of booking, **50% of the charge** will be payable by the Hirer. Where written notice is given less than 7 days before the booking, the **full charge** will be payable by the Hirer. Where the Hirer **fails** to cancel the booking in writing the **full charge** will be payable by the Hirer. In any event, the fee for each booking is due on or before the date of the booking and the Council reserves the right to charge interest on any sum that is overdue until payment is made in full (whether before or after any judgment),

such interest to amount to 2.5% above the then current base rate of Barclays Bank plc. Any cancellation or alteration to a booking must be made in writing in accordance with Clause 11. Failure to do so will result in the full charge being payable.

3. DEPOSIT AGAINST DAMAGE

A deposit against damage may be required from the Hirer. The deposit is only refundable if no damage is caused to the Venue and the items contained within it. If any such damage is caused, the Hirer will pay the full cost of all repairs, initially to be deducted from the deposit. In the event that the deposit is insufficient to meet the cost of the damage, an invoice will be issued by the Council for the balance which will be payable by the Hirer within seven days, late payments to be subject to the interest charge detailed at Clause 2.

4. FIRE REGULATIONS

Fire regulations set out the number of people who can be accommodated at the Venue and under no circumstances must this number be exceeded. If, during the period of the booking, the Council discovers that this capacity has been exceeded, the Hirer will be required to reduce the numbers of persons at the Venue or the booking will be terminated immediately and the Venue cleared completely.

5. RESPONSIBLE PERSONS

At the beginning of the period of the booking, an appointed representative of the Hirer (the “Responsible Person”) must make themselves known to the Council’s duty assistant. The Responsible Person must be on duty throughout the whole of the period of the booking.

They will also be responsible for:

The maintenance of good order and behaviour during the Hirer’s use of the

Venue and also for all and any damage caused. Identifying those who are legitimately at the event being held at the Venue and those who are not. Ensuring that the permitted numbers are not exceeded at the Venue (in accordance with Clause 4). All persons attending their event at the premises, including, but not limited to, fairs, dances and meetings. (Adequate provision for first aid should be made at all times, including, but not limited to, the supply of a first aid kit.)

6. SALE & SUPPLY OF ALCOHOL/ BEVERAGES

The supply of alcohol and beverages must be made solely through the Council. No individual or organisation of any kind will be permitted to supply their own bar unless they meet the Council’s Grace and Favour policy. Under these circumstances special conditions will apply, as specified by the Council.

7. SALE & SUPPLY OF CATERING

The supply of catering must be made solely through the Council. No individual or organisation of any kind will be permitted to supply their own catering unless they meet the Council’s Grace and Favour policy. Under these circumstances special conditions will apply, as specified by the Council.

8. HIRER TO INDEMNIFY THE COUNCIL

The Hirer shall indemnify the council against all claims, demands, actions or proceedings in respect of goods or clothing or of the death or injury of any person which shall occur during the period of the booking, or prior or subsequent thereto, if in any way in relation to, or by reason of the booking. This indemnity shall not apply where the loss is not due, in whole or in part, to the act or omission of the Hirer. The Hirer may be

asked to produce satisfactory evidence of this indemnity at any time to the Council's Commercial Manager or his agent. In every booking there shall be deemed to be implied on the part of the Hirer an undertaking with the Council strictly to observe and perform all statutory provisions and regulations and all conditions and regulations imposed by Justices or any authority applicable to any booking and to indemnify the Council, its officers and servants from all penalties, damages and costs which they may incur in consequence, directly or indirectly, of any breach or default in complying with any such provisions, regulations or conditions. Terms and Conditions relate to the hire of all Venues within the Town Hall and Corn Exchange in Devizes and are not negotiable. The Hirer shall not assign the benefit or burden of this Agreement, or any part thereof, or sub-let any part of the Venue, except with the prior written agreement of the Commercial Manager of the Council. If the Hirer fails to observe or perform any of its obligations under this Agreement, the Council may charge to and recover from the Hirer any expenses it incurs in remedying any such failure including, but not limited to, the costs of employing attendants, workmen, cleaners or other persons as it deems appropriate and/or may cancel any booking of the Venue by the hirer without incurring any liability by the hirer whatsoever.

9. OTHER CONDITIONS OF HIRE

In the interests of health and safety, and to maintain the historic nature of the Venue, the Hirer must adhere to the following conditions. Ensure that, at all times, stairways and exits to which the public have access are not blocked and are unfastened and unobstructed. Gas filled balloons at any event must be removed before the Hirer leaves the Venue. Articles and decorations must not be attached to any part of the Venue by any means whatsoever and no alteration or additions

of any kind must be made to the Venue. Whilst the Council permits the playing of disco music at private parties and functions, the Council seeks the full co-operation of the Hirer to ensure that the noise level of music is kept at a reasonable level so as not to disturb residents adjacent to the Venue and that at no time no part of the Venue is used in such a way as to cause any nuisance, annoyance, disturbance, inconvenience, injury or damage to the Council or the owners or occupiers of adjacent or neighbouring premises. The Venue is licensed for dancing, singing, and other similar public entertainments but the Hirer must observe and comply with all the CONDITIONS of the licence, which licence is displayed in or near the Venue. A copy is also available from the Council on request. Smoking is not permitted in any area of the Venue. If it is found that a smoker has caused any form of damage whatsoever, the Hirer will be held liable and will be responsible for all repair costs. In the interests of hygiene, with the exception of guide dogs, dogs and other animals are not permitted in any part of the Venue. No part of the Venue is to be used for any unlawful purpose or in any unlawful way. The Hirer must not use the Venue in such a way as to infringe any copyright or allow any copyright to be infringed. The Hirer must not grant any broadcasting or filming rights in relation to the Venue, nor release any form of advertisement regarding any events to be held at the Venue as part of the booking, without the prior written consent of the Council. At the end of each booking, the Hirer must leave the Venue in a clean and orderly state, free of any litter.

10. RIGHTS OF THE COUNCIL

The Council reserves the following rights: To cancel any booking for a day when the Venue is required for any official reason including, but not limited to, taking the poll

or counting the votes at a Parliamentary or Local Government election, cancellation to be without any form of payment to the Hirer or any compensation for damages, although the Council will use its reasonable endeavours to give the Hirer as much notice as reasonably practicable if the Venue is required for any such reason. The Council reserves the right to refuse access to the Venue in cases where the full fee has not been received or the completed application form has not been returned. With reasonable grounds, to refuse admission to, or to remove from the Venue, any person. To cancel or vary any booking if the Council, in its discretion, deems it desirable or necessary to do so. To cancel or vary any booking if the Hirer makes any misrepresentation in the application form submitted. To enter and inspect the Venue at any time including, but not limited to, whilst any event is taking place. The Council shall not be responsible in any way for goods, materials or equipment brought into or left in the Venue.

11. NOTICES

All notices, demands or requests by either party to the other shall be in writing and shall be sufficiently served if delivered by hand or sent by recorded delivery to the address of the Hirer specified in this Agreement in the case of a notice, demand or request to the Hirer and to Deputy Town Clerk of the Council at its then principal office address in the case of a notice, demand or request to the Council.

12. GENERAL

English law governs this Agreement and the English Courts have exclusive jurisdiction to determine any disputes. Nothing in this Agreement will make either party the agent of the other nor will it create a partnership, employment relationship or joint venture between the parties. This Agreement sets out the entire agreement between the parties in connection with the

matters with which this Agreement deals and supersedes any previous agreements and understandings between the parties relating to the subject matter of this Agreement. Each party acknowledges that, in entering into this Agreement, they have not relied on any representation, warranty or statement not set out in this Agreement, and that (in the absence of fraud) the only remedy available to them for breach of this Agreement is for breach of contract under the terms of this Agreement. If any provision of this Agreement is held by any court or other competent authority to be void or unenforceable in whole or part, the validity of the remaining provisions and the remainder of the affected provisions is unaffected. The benefit of this Agreement is personal to the Hirer and is not assignable or capable of being sub-licensed. Nothing in this Agreement is intended to confer any benefit on any person who is not a party to it. The Council will not be liable for any loss due to any breakdown of machinery failure, of supply of electricity, leakage of water, fire, government restrictions or act of God, which may cause the Venue to be closed temporarily, or which may

interrupt or cancel the availability of the Venue. The Council does not warrant that the Venue is legally or physically fit for any specific purpose.

13. PAYMENT TERMS

An invoice for payment of venue hire, damage deposits (if applicable) will be issued up to four weeks before the event. Payment should be received no later than one week prior to event. The Council reserves the right to request full payment prior to any event.

14. PAYMENT METHOD

The Council operates a Chip & Pin machine as its preferred method of payment prior to the event taking place. Payment can also be made by cash or cheque (cheques should be made out to Devizes Town Council). All payments must have cleared before event takes place and should be in full unless credit terms have been agreed. Should payment not be received in accordance with the Council's terms of payment, the Council reserves the right to cancel the booking without compensations to the Hirer.

Our partners

This list comprises companies who have provided services to customers that have hired our venues. The list is not intended to be an advertisement or personal recommendation but may provide some assistance when planning your event.

AMMI FLOWERS
01380 722925 | ammi-flowers.com

ONE OFF SERVICES
(crockery, cutlery, table linen, venue styling)
01380 721277 | oneoffservices.co.uk

IAN JAMES LIGHT & SOUND
07740 203552 | email ijpromotions@aol.com

MINES OF CORSHAM (Furniture Hire)
01225 812059 | minesleisurehire.co.uk

JAMES HARPHAM
(Piano Player) | 07976 945055

DAN WATKISS PHOTOGRAPHY
07970 4597299 | watkissphotography.com

contact us



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01380 722160 or email bookings@devizes-tc.gov.uk

www.devizesvenues.co.uk