SHERBORNE TOWN COUNCIL

Hire of Digby Hall, Hound Street, Sherborne, DT9 3AA

Telephone: Sherborne Town Council - 812807

DATE(s) OF HIRE:	**EVENT:** **ORGANISATION:** **Approx. number attending:**
Event From: **am/pm** **To:** **am/pm**	**Access required from:** **am/pm** **Finish time:** **am/pm**
Name and Address for HIRER: **Tel No:**	**Name and Address for INVOICE:** **Tel No:**

FACILITIES REQUIRED - PLEASE TICK BOXES AND STATE ANY TIMES IF DIFFERENT FROM ABOVE

Main Hall	Kitchen	Small Hall	Wingfield Room	Bar Facilities (please see below)	Stage	Dressing Rooms

BAR FACILITIES: **ALL** alcohol consumed on the premises must be arranged through Mr Harry Adams who can be contacted direct on 01747 825553 or 07977 924446 or e.mail harry@bars4u.plus.com

Preparation of hot meals - YES/NO	**Induction Loop System for hard of hearing YES/NO**	
Cups/Saucers (number required) **Full Crockery Set** (number required)	**Tables:** (Number/type required) **Chairs:**	**Caretaker's assistance required for setting out tables & chairs: YES / NO** There is an additional charge for caretaker's assistance

HIRE OF ADDITIONAL EQUIPMENT: please specify (refer to charges sheet for range of equipment available)
e.g. Collar microphone, large let-down screen, round table tops etc

HIRE OF MISCELLANEOUS FACILITIES: please specify (refer to charges sheet for options available)
e.g. grass area, outer bar area

IF SOUND OR STAGE LIGHTING SYSTEM IS REQUIRED PLEASE COMPLETE THE REVERSE OF THIS FORM.

PLEASE NOTE - WE DO NOT PROVIDE LADDERS OR TECHNICIANS SHOULD YOU WISH TO USE THE LIGHTING AND SOUND EQUIPMENT (only qualified Technicians are permitted to operate the equipment).

Please provide a copy of your Public Liability Insurance as proof of cover (booking will not be confirmed until this is received).

FOR HIRER:
I have been made aware and accept the Terms & Conditions of hire attached to this form.

Signature: **Date:**

FOR OFFICE USE:
Your booking as detailed above is hereby confirmed / with the following amendments

Signature: **Date:**
(for Sherborne Town Council)

*PLEASE COMPLETE **ALL** BOXES AND RETURN THIS FORM WITHIN **14 DAYS** to Sherborne Town Council, The Manor House, Newland, Sherborne, Dorset, DT9 3JL*

When you receive the invoice for this booking please make the cheque payable to Digby Hall & Library – Thank You