

Sherborne Town Council

Booking Instructions for the Digby Hall

Booking Form -The booking form shall be completed and returned within fourteen days of receipt to the Sherborne Town Council at The Manor House, Newland, Sherborne, DT9 3JL. Tel: 01935 812807. A photocopy of the booking form will be returned to the Hirer as confirmation of the booking provided a copy of your Public Liability Insurance has been received.

Exclusive Use - If exclusive use of the hall facilities is required e.g. for a wedding reception, please write "Exclusive Use" through the line of boxes for the facilities.

Maximum Occupancy – the maximum occupancy permitted under fire regulations is:

Main Hall	Formally seated for lectures	
	or stage performances	300
	Buffet Dances etc	200
	Dining	200

NB. These occupancies shall include any and every person performing on the stage.

Small Hall	Meetings etc	50
	Dining	40
Wingfield Room	Meetings	50

Wingfield Room - The Wingfield Room is equipped with a small sink and tea/coffee making facilities and with separate access to the room from the outside.

Bar Facilities – Mr Harry Adams holds the Licence for the Digby Hall and all alcohol consumed on the premises must be arranged through him. Mr Adams should be contacted direct on 01747 825553 or 07977 924446 or e.mail harry@bars4u.plus.com when booking the hall. The bar is not available for separate hire.

Miscellaneous Facilities / Equipment Available for hire - See sheet attached for hire charges.

The Hirer shall be responsible for making himself aware of the adequacy of this equipment for his needs or make his own private arrangements for supplying alternatives. The lighting and sound systems shall be operated only by a person familiar with the respective type of equipment

Guidelines for Sessions for Hire are listed below:

- Morning 9am to 1pm
- Afternoon 2pm to 6pm
- Evening 7pm to 11pm

The duration of hiring on which charges are based includes a 30 minute period both before and after the event for setting up and clearing away respectively.

Insurance – All Hirers shall have a current Public Liability Insurance policy and a photocopy shall be deposited with the Town Clerks Office.

Final Arrangements: - The Hirer shall arrange to meet with the Caretaker if it is necessary to make detailed arrangements for the function. A meeting can be arranged through the Council's office on 01935 812807 or the Caretaker on 07870 621097 .