SHERBORNE TOWN COUNCIL

HIRE FORM FOR DIGBY HALL, HOUND STREET, SHERBORNE, DT9 3AA

FOR DETAILS CONTACT : Sherborne Town Council - 01935 812807 (office hours only)
OR VISIT OUR WEBSITE - www.sherbornetown.com

Caretaker - 07870 621097 (out of office hours)

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 Area (small meetings	Stage	Dressing Rooms

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

Tables (number/type required)	**Cups & Saucers (**number required)	**Caretaker's assistance required for setting out tables & chairs:** **YES / NO** There is an additional charge for caretaker's assistance
Chairs (number required)	**Induction Loop System required** **YES/NO**	

HIRE OF ADDITIONAL EQUIPMENT/ MISCELLANEOUS FACILITIES: please specify (refer to charges sheet for range of equipment available)

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 read and accept the Terms & Conditions of hire.

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