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HIRING FORM FOR MARLBOROUGH TOWN HALL

PRIVATE

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of person hiring** |  | | |
| **Name of organisation** |  | | |
| **Address** |  | | |
| **Telephone number** |  | **Email address** |  |
| **Room required**  **Date of hiring** |  | **Purpose** |  |
|  |

Please complete your requirements:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **COURT ROOM** | **WEEKDAYS** | **WEEKENDS** | | **NUMBER OF HOURS REQUIRED** | **TIME OF HIRE**  To include all preparation & cleaning | | **FOR OFFICE USE** |
| Hourly rate  Minimum 2 hours | £22/hour | £37/hour | |  |  | |  |
| Day rate  08:00h-midnight | £337 | £399 | |  |  | |  |
| Each additional hour after midnight | £42.50/hour | £50/hour | |  |  | |  |
| **ASSEMBLY ROOM** | **WEEKDAYS** | **WEEKENDS** | | **NUMBER OF HOURS REQUIRED** | **TIME OF HIRE**  To include all preparation & cleaning | | **FOR OFFICE USE** |
| Hourly rate Minimum 2 hours | £25/hour up to 18:00h  £31.50/hour after 18:00h | £33.50/hour up to 18:00h  £51/hour after 18:00h | |  |  | |  |
| Day rate 08:00 to midnight | £379 | £595 | |  |  | |  |
| Each additional hour after midnight | £53/hour | £61.50/hour | |  |  | |  |
| **COUNCIL CHAMBER** | **NUMBER OF HOURS REQUIRED** | | **TIME OF HIRE** To include all preparation & cleaning | | | **FOR OFFICE USE** | | |
| £13.50/hour  Minimum 2 hours |  | |  | | |  | | |

Charges include the use of kitchens, tables and chairs. Assembly Room hire includes use of the bar (as a structure only). Please let us know which you would like to use:

|  |  |  |
| --- | --- | --- |
| **ADDITIONAL REQUIREMENTS** | **INCLUDED IN HIRE CHARGE** | **FOR OFFICE USE** |
| **Court Room Kitchen** |  |  |
| **Assembly Room Kitchen** |  |  |
| **Assembly Room Bar** |  |  |
| **Tables & Chairs**  Specify round or trestle tables, or both |  |  |

EQUIPMENT

You can hire the following equipment to support your event. The cost is not included in basic hiring charges.

Please tick if required:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **P.A. Basic System** | **£14.00** |  |  |  |
| **P.A. Enhanced System** | **£28.00** |  |  |  |
| **Audio Visual** | **£14.00** |  |  | **TOTAL COST OF HIRE** |
| **Lighting System** | **£14.00** |  |  | **£** |

**Please see the terms and conditions of hire concerning the sale of alcohol**

Payment

I remit herewith **half of the total hiring charge** (non-returnable except as specified in the Conditions) **and**

I undertake to remit the **balance of the hiring charge one week prior to the event.**

Failure to do so will render your booking void. Please make cheques payable to “Marlborough Town Council”. The hirer will be responsible for the removal from the premises of all refuse, packaging and waste paper caused by the event or brought into the premises immediately following the end of the function.

**I agree to indemnify Marlborough Town Council against any liability it incurs from any incidents arising out of the hiring of the Town Hall by giving due consideration to any insurance which may be required**. And **I agree to the charges as set out and to the Terms and Conditions of the Town Council supplied to me (including the need for a £200 bond for discos, weddings etc).**

**Signed Date**

When complete please return this form to

Marlborough Town Council, 5 High Street, Marlborough, Wiltshire SN8 1AA

Please note that the Town Council operates a no smoking policy in the Town Hall which must be upheld by the hirer

1 April 2022