



Sherborne Town Council

Booking Instructions & Hire Charges for Digby Hall 2018/2019

Hound Street, Sherborne, DT9 3AA

(Digby Hall & Library – registered charity no. 275065)

To book contact Sherborne Town Council - 01935 812807

(office hours 10.00 -16.00 Mon to Thurs, 10.00 to 13.00 Fri)

www.sherborne-tc.gov.uk

Caretaker – 07870 621097 (out of office hours)

All charges include VAT.

<p><u>Exclusive use of all rooms</u></p> <p>1 session: £100 2 sessions: £150 All day & evening: £200</p>	<p><u>Main Hall, Stage & Kitchen</u></p> <p>1 session: £60 2 sessions: £90 All day & evening: £120</p>
<p><u>Small Hall & Kitchen</u></p> <p>1 session: £30 2 sessions: £45 All day & evening: £60</p>	<p><u>Wingfield Room (with small kitchenette)</u></p> <p>1 session: £25 2 sessions: £37.50 All day & evening: £50</p>
<p><u>Studio (behind stage)</u></p> <p>1 session: £20; 2 sessions: £30; all day & eve: £40</p>	<p><u>Bar area (small meetings)</u></p> <p>£12 per session</p>

20% discount on room hire (not for additional chargeable items listed below) for charities or for regular hirers (10 bookings or more within 12 months)

Guidelines for sessions for hire

Morning session: 9.00 to 13.00
Afternoon session: 14.00 to 18.00
Evening session: 19.00 to 23.00

The duration of hire for which charges are set includes a 30 minute period both before and after the event for setting up and clearing away.

Additional chargeable items

Caretaker assistance: £25 per hour

Early opening before 8.00: £25 per hour

Hire past midnight (not permissible on Saturdays): £40 per hour

Digital projector: £20 per day

Clavinova: £30 per day

Lighting system: £40 per day

Performing Rights: £30.22

Additional non-chargeable items

Tables: 6ft rectangular, 4ft medium, 3ft small
Round tables (to seat 8)

Chairs

Microphones

Projector – carousel

Large let down screen (Main Hall only)
Small screen

Lectern

Cups, saucers, cutlery (limited amount)

Payment: Account holders will be invoiced at the end of the month in which the event has occurred. Non account holders must pay in full at the time of booking. Any additional costs will be invoiced at the end of the month after the event.

Cheques to be made payable to: Digby Hall & Library.

For internet banking: Account name: Digby Hall & Library; Sort code: 40-41-23;
Account no: 71227033. Please quote your invoice number or your name & date of hire.

Maximum occupancy		
Main Hall 60ft x 50ft	300	Formally seated for lectures or stage performances
	200	Buffet dances or dining
		NB Occupancies include any and every person in the hall including those performing on the stage.
Small Hall 30ft x 20ft	50	Meetings
	40	Dining
Wingfield Room 33ft x 15ft	50	Meetings

All halls are accessible to the disabled. The stage can be accessed via a lift. Please contact the caretaker to arrange for the use of the lift.

Toilet facilities are adjacent to each of the halls.

A first aid cabinet containing basic first aid equipment is located in the kitchen.

Bar facilities: ALL alcohol consumed on the premises must be arranged through Steve Graham of The Carpenters Arms (Licensee). Please phone: 01935 315486 or 07460118675

Email: info@carpentersarmsuk.com

Your contact details will automatically be sent to the Licensee if alcohol is to be consumed at your event. The Licensee has the authority to close an event if alcohol, not purchased through him, is found at the venue.

Public liability insurance: All hirers must hold Public Liability Insurance, a copy of which must be attached to the booking form.

Please note that fly posting is an offence.

Final arrangements: Please arrange to meet with the Caretaker if it is necessary to make detailed arrangements for the function. Please either phone the Caretaker direct on 07870 621097 or phone Sherborne Town Council office on 01935 812807 between 10.00 and 16.00 Mon to Thurs and 10.00 to 13.00 on Fridays.

Thank you for your booking.