



Sherborne Town Council

Booking Instructions & Commercial Hire Charges for Digby Hall

1 April 2020 to 31 March 2021

Hound Street, Sherborne, DT9 3AA

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

To book contact Sherborne Town Council: 01935 812807 or
info@sherborne-tc.gov.uk

(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: £150 2 sessions: £220 All day & evening: £300</p>	<p><u>Main Hall, Stage & Kitchen</u></p> <p>1 session: £85 2 sessions: £130 All day & evening: £170</p>
<p><u>Small Hall & Kitchen</u></p> <p>1 session: £50 2 sessions: £75 All day & evening: £100</p>	<p><u>Wingfield Room with kitchenette</u></p> <p>1 session: £40 2 sessions: £55 All day & evening: £75</p>
<p><u>Studio (behind stage) with kitchenette</u></p> <p>1 session: £30 2 sessions: £45 All day & eve: £60</p>	

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

Digital projector with large let down screen (Main Hall only): £20 per day

Performing Rights: £38.65/£32.10

Additional non-chargeable items

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

Chairs

Microphones

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	300 200	Formally seated for lectures or stage performances 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 40	Meetings Dining
Wingfield Room 33ft x 15ft	50	Meetings
Studio (behind stage) 28ft x 13ft	30	Meetings

All halls are accessible to the disabled.

Toilet facilities are adjacent to each of the halls.

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

Bar facilities: ALL alcohol consumed on the premises must be arranged through Sherborne Town Council (Licensee). Please contact the office to discuss your requirements. Phone: 01935 812807

Email: j.simpson@sherborne-tc.gov.uk

The Licensee has the authority to close an event if alcohol, not arranged 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.