



Sherborne Town Council

Hire Form for Digby Hall (Single Booking)

Hound Street, Sherborne, DT9 3AA

To book contact Sherborne Town Council - 01935 812807
(office hours 10.00 – 16.00 Mon to Thurs & 10.00 to 13.00 Fri)

or visit our website – www.sherborne-tc.gov.uk

Caretaker – 07870 621097

Organisation	
Date of hire	
Event	

Hirer's details
Name:
Address:
Postcode:
Phone:
Email:

Invoice details
Name:
Address:
Postcode:
Phone:
Email:

Event times	Start:	Finish:
Access required	From:	To:

<u>Facilities required (please tick boxes):</u>	
Exclusive use of all rooms	<input type="checkbox"/>
Main Hall	<input type="checkbox"/>
Stage	<input type="checkbox"/>
Studio (behind stage)	<input type="checkbox"/>
Small Hall	<input type="checkbox"/>
Wingfield Room	<input type="checkbox"/>
Foyer	<input type="checkbox"/>
Bar	<input type="checkbox"/>
Alcohol will be consumed: YES / NO *	
* please delete as applicable	

GDPR: Sherborne Town Council complies with the General Data Protection Regulation 2018. The information provided on this form will be used to process your request and to provide you with any relevant further information.

Please complete **both** sides of this form.

Additional items:

NB Some of the items below have an additional charge. Please see charge sheet.

Tables & chairs (please state numbers required):

Small square:

Large rectangular:

Round:

Chairs:

Digital projector (Main Hall only):

Large let down screen (Main Hall only):

Small screen:

Lectern:

Microphone: Stand

Collar

Radio

Clavinova:

Hearing loop:

Stage lighting incl followspot:

Caretaker's assistance required for setting out tables & chairs: Yes

No

Bar facilities: ALL alcohol consumed on the premises must be arranged through Sherborne Town Council (Licensee).

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

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

For hirer: I have read and accept the Terms & Conditions of Hire including Fire Regulations.

Signature:

Date:

Please return completed form to: Sherborne Town Council, The Manor House, Newland, Sherborne, DT9 3JL. Cheque to be made payable to Digby Hall & Library. Account details for BACS payments: Sort code 40-41-23; Acc. no. 71227033