HIRING FORM FOR MARLBOROUGH TOWN HALL

COMMERCIAL

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

Please tick your requirements:

COURT ROOM	NUMBER OF HOURS REQUIRED	TIME OF HIRE To include all preparation and clearing	FOR OFFICE USE
Weekday Rate £52.00 per hour (minimum hire 2 hours)			
Weekend Rate £60 per hour (minimum hire 2 hours)			
ASSEMBLY ROOM	**NUMBER OF HOURS REQUIRED**	**TIME OF HIRE** **To include all preparation and clearing**	**FOR OFFICE USE**
Weekday Rate £59 per hour (minimum hire 2 hours)			
Weekend Rate £67.50 per hour (minimum hire 2 hours)			

Charges include the use of kitchens, tables and chairs. Assembly Room hire includes use of the bar (as a structure only).

ADDITIONAL FACILITIES INCLUDED IN THE HIRE CHARGE	TICK ALL THAT ARE REQUIRED	FOR OFFICE USE
Court Room Kitchen		
Assembly Room Kitchen		
Assembly Room Bar		
Tables & Chairs Specify round or trestle tables, or both		

Sale of alcohol - please see Terms & Conditions of Hire

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	£19.00	
P.A. Enhanced System	£35.00	
Audio Visual	£19.00	
Lighting System	£19.00	

TOTAL COST OF HIRE
£

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 the booking as 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
Or by email to suefry@marlborough-tc.gov.uk

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

1 April 2026