



**HIRING FORM FOR MARLBOROUGH TOWN HALL
MARRIAGE AND CIVIL PARTNERSHIP CEREMONIES**

Name of hirer			
	Telephone	Email	
	Address		
	Date of hire		
Duration Including preparation	Start time	End time	
ROOM	ACTUAL HOURS REQUIRED	COST	FOR OFFICE USE
COURT ROOM Maximum capacity 100 people	Maximum 2 hours	£257.50 Including VAT	
COUNCIL CHAMBER Maximum capacity 26 people	Maximum 2 hours	£104 Weekdays £138 Saturday Including VAT	

All hirings include the use of trestle tables and chairs.

The Assembly Room may also be used for Civil Ceremonies but only in conjunction with it being hired as the venue for a reception afterwards.

Marlborough Town Council operates a no smoking policy in all buildings. First aid kits are positioned in both kitchens.

I agree with the charges as set out above and the conditions of use provided to me. I agree to indemnify Marlborough Town Council against any liability it incurs from any accident arising out of my hiring of the Marlborough Town Hall. I remit herewith half the hiring fee (non-returnable except as specified in the Conditions) and I undertake to remit the balance one week prior to the event. Failure to do so will render the booking as void.

Signed

Date

Please return this form to Marlborough Town Council, 5 High Street, Marlborough SN8 1AA

Or email to suefry@marlborough-tc.gov.uk

Telephone: 01672 512487