



HIRING FORM FOR MARLBOROUGH TOWN HALL

PRIVATE

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

Please complete your requirements:

COURT ROOM	WEEKDAYS	WEEKENDS	NUMBER OF HOURS REQUIRED	TIME OF HIRE To include all preparation & cleaning	FOR OFFICE USE
Hourly rate Minimum 2 hours	£24/hour	£44/hour			
Day rate 08:00h-midnight	£371	£439			
Each additional hour after midnight	£47/hour	£55/hour			
ASSEMBLY ROOM	WEEKDAYS	WEEKENDS	NUMBER OF HOURS REQUIRED	TIME OF HIRE To include all preparation & cleaning	FOR OFFICE USE
Hourly rate Minimum 2 hours	£27.50/hour up to 18:00h £35/hour after 18:00h	£37/hour up to 18:00h £56/hour after 18:00h			
Day rate 08:00 to midnight	£417	£654.50			
Each additional hour after midnight	£58/hour	£68/hour			
COUNCIL CHAMBER	NUMBER OF HOURS REQUIRED	TIME OF HIRE To include all preparation & cleaning		FOR OFFICE USE	
£15/hour Minimum 2 hours					

Charges include the use of kitchens, tables and chairs. Assembly Room hire includes use of the bar (as a structure only). Please let us know which you would like to use:

ADDITIONAL REQUIREMENTS	INCLUDED IN HIRE CHARGE	FOR OFFICE USE
Court Room Kitchen		
Assembly Room Kitchen		
Assembly Room Bar		
Tables & Chairs Specify round or trestle tables, or both		

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	£15.50	
P.A. Enhanced System	£31.00	
Audio Visual	£15.50	
Lighting System	£15.50	

TOTAL COST OF HIRE
£

Please see the terms and conditions of hire concerning the sale of alcohol

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 your booking 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

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

1 April 2023