



## HIRING FORM FOR MARLBOROUGH TOWN HALL

### WEEKDAY RATES FOR CHARITIES AND LOCAL ORGANISATIONS

<b>Name of charity</b>			
<b>Name of person hiring</b>			
<b>Address</b>			
<b>Telephone number</b>		<b>Email address</b>	
<b>Date of hiring</b>		<b>Purpose</b>	

Please tick your requirements:

COURT ROOM £18 per hour	NUMBER OF HOURS REQUIRED Minimum 3 hours	TIME OF HIRE to include all preparation and clearing	FOR OFFICE USE
ASSEMBLY ROOM £24 per hour	NUMBER OF HOURS REQUIRED Minimum 3 hours	TIME OF HIRE to include all preparation and clearing	FOR OFFICE USE
COUNCIL CHAMBER £18 per hour	NUMBER OF HOURS REQUIRED Minimum 2 hours	TIME OF HIRE to include all preparation and clearing	FOR OFFICE USE
<b>TOTAL COST OF HIRING</b>			

**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	£18.50	
*P.A. Enhanced System	£37.00	
*Audio Visual	£18.50	
*Lighting System	£18.50	

\* Assembly Room only

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## 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.

Cheques to be made 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.

If you wish to advertise your event with posters or banners anywhere except the Town Hall you must contact WILTSHIRE COUNCIL for permission.

Signed

Date

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**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](mailto:suefry@marlborough-tc.gov.uk)**

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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

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