

THE CORFE CASTLE TOWN TRUST

Booking Secretary: Mr John Lindsay,
10 West Street, Corfe Castle, BH20 5HD

Tel: 07767 655717

Email: bookings@corfecastletrust.co.uk



BOOKING FORM FOR THE TOWN HALL

*The hirer requests to use the hall on the date(s) below, and as such agrees to the conditions of hire as detailed below.
The hirer should retain a copy of this form for reference.*

Name of Hirer		Organisation	
---------------	--	--------------	--

Phone		Email	
-------	--	-------	--

Address	
---------	--

Date/s of Hire		Start Time		Finish Time	
----------------	--	------------	--	-------------	--

Purpose of Hire		Hire Fee		Deposit	
		Total Paid			

CONDITIONS OF HIRE:

1. During the period of hire, the hirer will be in charge of the Town Hall premises and its contents. If any damage occurs during this time, the hirer will be held responsible.
2. The hirer shall not sub-hire or use the premises for any unlawful purpose, nor allow the consumption of alcohol without written permission
3. The hirer shall be responsible for obtaining such licenses as may be needed. They are available from [Purbeck District Council](#)
4. The hirer shall give 2 weeks' notice of cancellation of hire or a minimum of £20 will be charged. We reserve the right to charge/retain up to 50% of the booking fee for bookings cancelled within 1 week
5. A £60 returnable deposit is required for all bookings. Deposit cheques will be destroyed only if the hall is left as it was found – undamaged, and clean and tidy, with all rubbish removed. If this does not happen, your deposit will be lost. A vacuum cleaner is provided.
6. All bookings must be paid for in advance
7. The hirer shall note the Town Hall Users Guide and Conditions of Hire notices, located in the Town Hall, and will be responsible for complying with all points therein
8. In the event of the hall being rendered unfit for use (by fire, water damage etc.), the booking fee will be returned in full. The trustees shall not be liable to the hirer for any resultant loss of income or inconvenience.
9. Any activity in the Hall must not cause annoyance or offence to the church and nearby neighbours.

Signed: _____ Print Name: _____ Date: _____

Once the booking has been agreed, please send the completed form and cheques made payable to Corfe Castle Town Trust to **Mr John Lindsay, 10 West Street, Corfe Castle, BH20 5HD**