

**THE YARMOUTH ISLE OF WIGHT TOWN TRUST**

**YARMOUTH TOWN HALL - APPLICATION FORM 2018**

**TO BE COMPLETED IN FULL AT THE TIME OF BOOKING .....(date)**

Full name and Address of hirer: .....  
.....  
.....

Telephone Number: ..... Email: .....

Date(s) of Hire: ..... (please continue over page if necessary)

Times required: Start: ..... Finish: ..... Total Time: .....

Town Hall downstairs	1 to 4 hours	minimum charge per day	£ 22 . 00
	<b>OR</b>	over 4 hours	at hourly rate of £4.75
			£ .....
<b>Hours to include setting up and clearing Hall</b>		<b>TOTAL</b>	£ .....

Insurance details: Name and Address of Insurer (if applicable): .....

Cover Note and expiry date: .....

**Keys to Town Hall to be collected from the Trust's agents Messrs. Spence Willard, The Square, Yarmouth during their opening hours and returned after use.** Rents to be paid to the Clerk at Yarmouth Town Trust, please put in Town Hall letter box (all cheques payable to '**Yarmouth Town Trust**'). Application forms to the Clerk at Brynings, Graeme Road, Norton, Yarmouth, PO41 0RX.  
**Office hours Monday to Friday 09.00 to 17.00**

Please note the Town Hall has no facilities. Manual handling of tables should be by two persons.

**The Trust has no licence for public performance of music.**

The HIRER agrees with the Trustees to be present during the hiring. By signing this form the HIRER confirms to have read, understood and agree to the Conditions of Hire, which form part of this agreement.

Signed for and on behalf of the Hirer ..... Date: .....

**This application form countersigned by the Trust will represent confirmation of booking.**

Authorised Signature: ..... Date: .....