

THE YARMOUTH (ISLE OF WIGHT) TOWN TRUST

YARMOUTH TOWN HALL - HIRE FORM 2024

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

Full name and address of hirer:

.....

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Telephone number: Email:

Date(s) of hire:

Times required: Start: Finish: Total Time:

| | | | | |
|--|------------------|---------------------------|---|-------|
| Town Hall downstairs | 1 to 4 hours | minimum charge per day | £ | 30.00 |
| | Additional hours | at rate of £5.00 per hour | £ | |
| Hire time to include setting up and clearing | | TOTAL | £ | |

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

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Cover note and expiry date:

Purpose of hire:

This hire form must be completed and signed at time of booking and returned either via email to clerk@yarmouthtowntrust.org or delivered to the Clerk at Town Hall, The Square, Yarmouth, PO41 0NS. Hall keys must be collected from Spence Willard Estate agents - please check their opening times in advance. Ensure the Hall door is closed and locked after use. Rents due in advance of hire, payments can be made via cash, cheque or bank transfer. Online payments to bank account: 07428682 sort code: 30-95-99 referencing Hirer's name. Cash or cheques to be enclosed in a labelled envelope and posted through the Town Hall letter box. Cheques made payable to '**Yarmouth (IW) Town Trust**'.

Please note the Town Hall has no toilets or wash basins.

Manual handling of tables should be by two persons.

The Trust has no license for public performance of music.

The HIRER agrees with the Trustees to be present at the start and end of their booking. 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 booking form, when countersigned on behalf of the Trust, will represent confirmation of booking.

Authorised Signature: Date: