

**THE YARMOUTH ISLE OF WIGHT TOWN TRUST**

**YARMOUTH TOWN HALL - APPLICATION FORM 2022**

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

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

.....

.....

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

Date(s) of Hire.....

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

Town Hall downstairs	1 to 4 hours	minimum charge per day	£ 25. 00
	<b>OR</b> over 4 hours	at hourly rate of £5.00	£ .....
<b>Hours to include setting up and clearing Hall</b>		<b>TOTAL</b>	£ .....

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

.....

Cover Note and expiry date: .....

Purpose of hire: .....

Application forms must be completed, signed and returned at time of booking. All forms to be emailed - [clerk@yarmouthtowntrust.org](mailto:clerk@yarmouthtowntrust.org) - or delivered to the Clerk at Town Hall, The Square, Yarmouth, PO41 0NS. Keys to the Tow Hall must be picked up from Spence Willard Estate agents – please check times. Please close door after use. Rents must be paid in advance to the Clerk to Yarmouth Town Trust. Payments should be made online, cash or cheque. Online payments to Account No: 01129780 Sort Code: 30-95-99 referencing user name. Cash or cheque payments should be put in a labelled envelope and posted through the Town Hall letter box. **Cheques should be made payable to ‘Yarmouth (IOW) Town Trust’.**

Please note the Town Hall has no toilets and 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 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, when countersigned on behalf of the Trust, will represent confirmation of booking.

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

Dated: December 2021 - Rates: effective from 1 January 2022

**Registered Charity No. 234220**