

Midhurst Town Trust
The Old Town Hall & Market Square
Registered Charity No. 219924

Registered address: 6 Carron Lane, Midhurst, West Sussex GU29 9LB
Telephone number 01730 814535 Clerk E-mail: hazelmorley@hotmail.com
Booking Agent: Vicki, The Tall Dog, PO Box 131, Midhurst, West Sussex GU29 9BY
Phone: 01730 817518 / Mob.07576 112199 Email: bookings@midhurst-town-square.org.uk

Thank you for your booking enquiry. The fee is £10.00 per hour for all hall bookings. The cost for hiring the Market Square is £100 per day, FREE if it is for a community event.

Please complete this form and return it to The Tall Dog as soon as possible with a **NON REFUNDABLE** deposit of £10 if the booking is for a one off occasion. Otherwise an invoice will be issued at the commencement of each letting period. If there are any queries please contact The Tall Dog. Please make cheques payable to Midhurst Town Trust and deliver to The Tall Dog.

Keys will be available by arrangement with The Tall Dog – **Please make sure you make arrangements for collecting keys within ample time of your booking.**

Please make sure you leave the hall clean and tidy after use. If additional cleaning is required after your use, then you will be invoiced for this.

Booking Form – Midhurst Town Hall / Market Square (circle venue of choice)

Name

Address

..... Tel:.....Mob No.....

E mail address.....

Hiring Date Times

Purpose of hiring

Conditions of Hire

- Chairs and tables to be put away after use.
- Kitchen is to be left clean and tidy with no crockery or other items to be removed from the hall.
- Toilet to be left clean and tidy.
- Breakages to be reported to The Tall Dog and paid for.
- All heating and lighting to be switched off after use – if it is left on then you will be billed for any charges that are incurred.
- No music to be played after 11 p.m. – the function must end by 11.30 p.m.
- Please do not attach anything to the walls
- *Payment is due on day of hiring. (for a single booking)
- *Payment is due by the commencement of each letting period. (for regular bookings)
- A £10 deposit is required to secure the booking which can be made via Cheque, Cash or sending a BACS payment to Midhurst Town Trust - Natwest Bank, 50279718 Sort code 60-14-22

I agree to the above regulations.

Signed..... Date.....

FOR OFFICE USE _ On Website _____ On System _____ In Diary _____ Approved By _____