

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

Midhurst Town Trust Contact E-mail: [midhursttowntrust9@gmail.com](mailto:midhursttowntrust9@gmail.com)

Booking Agent: Vicki, The Tall Dog, 2 Nine Acres, Midhurst, West Sussex GU29 9EP

Phone: 01730 817518 / Mob 07576 112199 Email: [bookings@midhurst-town-square.org.uk](mailto: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 clean the hall after use and this must be left clean and tidy after use otherwise there will be additional cleaning charged if this is required after your use. You will be invoiced for this separately**

**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 BACS payment to Midhurst Town Trust – CO OP BANK, 67190652 Sort code 089299

I agree to the above regulations.

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

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

## Terms and Conditions – Covid 19

When booking the Old Town Hall, you will be agreeing to additional terms and conditions set out in the Hirer's Responsibilities to make the Hall as safe as possible. Please read these carefully and ensure that you are happy to undertake these responsibilities with and on behalf of the attendees at your event. Whilst providing as much support and guidance as we can, responsibility for adhering to government regulations and guidelines rests with the Hirers.

### Hirer's Responsibilities during Covid-19

We cannot make the Old Town Hall risk-free. However, by adhering to government guidelines and implementing an enhanced cleaning regime we can minimise the risk. When visiting the Old Town Hall, please use the NHS Covid-19 App in support of NHS Test and Trace whenever possible. Unfortunately, we cannot clean the Hall after every hire so we are asking hirers to help us by cleaning high-contact surfaces. Appropriate cleaning equipment will be available.

## Midhurst Town Trust - Market Square Hire ONLY Conditions of Hire

### 1. Trading Times and Location

Midhurst Market Square – dates and times to be arranged with Tall Dog.

### 2. Payment of Fees

Payment of fees should be paid to Midhurst Town Trust account via the Tall Dog on the day prior to the event by bank transfer. The Tall Dog will send you the bank account details.

### 3. Communications

The Tall Dog, who act as booking agent for the Trust, can be contacted on 01730 817518 or 07576 112199.

The Clerk to Midhurst Town Trust can be contacted via email at [midhursttowntrust9@gmail.com](mailto:midhursttowntrust9@gmail.com)

### 4. Traders' Vehicle Access to Market Square

The stall holder does not require vehicle access to Market Square.

### 5. Health and Safety Risk Assessment

All Health and Safety is the responsibility of the Market stall operator. The Clerk to Midhurst Town Trust and The Tall Dog should have a copy of the risk assessment drawn up by the stall operator. This should be approved by the Trustees. This should include reference to current government restrictions due to COVID 19.

No smoking is allowed near the stall for both health and fire safety reasons.

### 6. Public Liability Insurance

The stall holder must have public liability insurance to a minimum of £1 million.

### 7. Damage / Spillage

It is the responsibility of the stall operator to ensure that the setting-up and breaking-down of the stall is carried out in a safe manner. Any damage or spillage must be reported to the Town Trust or The Tall Dog. In the event of a vehicle being used in the future with permission from the Trustees, a drip tray is encouraged to be used under parked vehicles.

Any spillage is to be cleared at the end of trading.

8. Water Supply

Water is available from the tap at the front of the Old Town Hall, to the right of the entrance to Garton's Café.

9. Size and Siting of the Stall

The stall should occupy a space of 3.5 square meters unless it has been agreed in writing a different size previously with the trustees. It should be set up on Market Square adjacent to Church Hill.

The Trustees reserve the right to amend the terms and conditions which will be reviewed at the next meeting of the Midhurst Town Trust.

Signed.....Name of Market Holder

\_\_\_\_\_

Date.....