

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

Midhurst Town Trust Contact E-mail: 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

Thank you for your booking enquiry. The fee is £12.00 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 £12 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 £12 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 _____