



**SHAFTESBURY TOWN COUNCIL  
TOWN HALL BOOKING APPLICATION 2024**

Contact	
Organisation	
Type of organisation	
Address	
Telephone No.	
Email	
Purpose of Hire	
Are you selling alcohol?	YES/NO If yes please supply a copy of your special event notice issued by Dorset Council.

Hall Requirements (*please tick*)

	All Day 8am-5pm	Morning 8am-12pm	Afternoon 1pm-5pm	Evening 6pm-10pm
Guildhall				
Council Chamber				
Forecourt				

DATE(S) REQUIRED

Do you have Public Liability Insurance YES/NO

If yes please supply a copy

All Commercial Hirers and Organisations must have Public Liability Insurance.

I have read the terms and conditions of hire and fire regulations.

SIGNED ..... DATE .....

Facilities Available;

**Guildhall (12m x 10m on the ground floor)**

Capacity; Seated 100 people Standing 120 people

Public address system with lapel mic and hand held mic

Wall mounted projection screen

Tables and chairs

Fully equipped kitchen

Toilet

**Council Chamber (10m x 6.5m on first floor)**

Capacity; 60 People seated/standing

Disable access via stairlift

Chairs

Kitchenette; Tea/coffee making and washing up facilities

Toilets

**Hall Hire Charges 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024**

Venue	Session Standard rate	All day Standard rate
GUILDHALL	£121.00	242.00
COUNCIL CHAMBER	£77.25	154.50
FORECOURT		24.00

Explanatory note: one session is one of the following:

- 8.00 am to 12.00 pm (4 hours)
- 1.00 pm to 5.00 pm (4 hours)
- 6.00 pm to 10.00 pm (4 hours)
- All day session 8.00 – 5.00 pm (9 hours)

The following discounts apply to the above session rates excluding forecourt hire; **only one** discount is permitted per booking. Sessions may be charged per hour, with a minimum of a 2hr charge.

1. Shaftesbury based registered charities and Shaftesbury non-profit making, community based organisations– 50% discount for fund raising events.
2. National registered charities – 25% discount.
3. Regular users (minimum of 10 pre-booked sessions) – 10% discount.

Discounts 1 and 2 are not applicable to any event where individuals benefit from the sale of any item.

Additional charges; Caretaking Service £30