

**Corsham Town Council
as Trustee of the Methuen (Town) Hall Charity**

**Application to Hire Methuen (Town) Hall, Corsham
All enquiries should be made to the Clerk of the Council, Town Hall, High Street, Corsham, SN13 0EZ
between 9.00am - 5.00pm (Monday -Thursday) and 9.00am - 4.30pm (Friday)
☎01249 702130 (VAT Registration No. 713 6564 37)**

Date Required..... Nature of Function

Type of Organisation

Name and address of hirer

..... Telephone Number

If your use of the Town Hall involves the sale or supply of alcohol other than for a wholly private function, the hirer will need to obtain a Temporary Events Notice (TEN) from Wiltshire Council. The Town Hall is limited to 12 TEN's per calendar year and the Town Council needs to monitor the number of TEN's approved by Wiltshire Council.

Do you intend to apply to Wiltshire Council for a TEN for your function/event?

YES

NO

Declaration: I have read and agree to abide by the conditions of hire (a copy of which I have retained) and I agree to pay the charges laid down.

Signed Print Name Date

COUNCIL CHAMBER

Hours required (Please note that you should include setting up and clearing up time.)

From..... To.....

Please Note £20.00 is to be paid as a non-returnable booking fee, with the balance plus the deposit to be paid not later than 14 days before the event.

Do you have Public Liability Insurance **Copy enclosed**
Yes No

Invoice No. Date

Sessional Charge
Additional Hours (before 12)
Additional Hours (after 12)
Setting up/ taking down by CTC
Discount of 15% for insured hirers

TOTAL

Date Paid Rec. No.

Booking Fee £20.00
(non-returnable)

Balance due
.....

Deposit Date
(extra cleaning/damage)

Deposit Returned Date

Please make cheques payable to: Corsham Town Council Re: Methuen Hall