

# Diss Corn Hall Trust

St Nicholas Street , DISS, Norfolk, IP22 4LB.  
Telephone (01379) 652 239 Email: admin@disscornhall.co.uk

<b>APPLICATION FOR THE HIRE OF DISS CORN HALL</b>		<b>APPLICATION No.</b>
<b>Name of Organisation/Individual -</b>		
<b>Address -</b>		
		<b>Postcode -</b>
<b>Tel No. -</b>	<b>Email Address -</b>	
<b>Name/Address where invoice should be sent</b> <i>(if different from above) -</i>		
		<b>Postcode -</b>
<b>Date(s) of Hiring -</b> <i>(Please include any days for set-up, close down, rehearsals, etc.)</i>		
<b>Hours of Hire</b> <i>(include preparation &amp; clearing up time)</i>		
<b>From -</b>	<b>To -</b>	
<b>Type of Function -</b> <i>(Eg. Book Sale, Under 16's disco)</i>		
<b>Use -</b> Cultural & Social <input type="checkbox"/> or Business & Commercial <input type="checkbox"/> <i>(see Terms &amp; Conditions for definition)</i>		

<b>Room(s) Required</b>	<input checked="" type="checkbox"/>	<b>For office use</b>
Assembly Hall		
Waveney Room		
Green Room (for performers)		
Council Chamber		
Retiring Room (only available with Council Chamber)		
Kitchen		
Bar (Terms and Conditions apply for the sale of alcohol)		

<b>Additional Requirements</b> (Items with an * will incur extra charges)	<input checked="" type="checkbox"/>	<b>For office use</b>
Chairs - please state number required		
Tables - please state number required		
Tiered seating to be taken down *		
Public address equipment * (Assembly Hall only)		
Projection equipment *(Assembly Hall only)		

<b>Events Involving Music</b> (Performance of copyrighted live or recorded music will incur an additional charge in line with the Performing Rights Society or Phonographic Performance Ltd. scales)		
Live music included -		
Recorded music included -		

I/We hereby apply for the hire of the room(s) as above in accordance with the Diss Corn Hall Trust's current scale of charges and subject to their terms and conditions of hire. I/We have noted and enforced the special conditions for ensuring all fire safety measures are adhered to. I/We further undertake to leave the room(s) in the condition as found and to remove from the premises immediately upon expiry of the period of hire, all goods, equipment and rubbish. I/We agree to reimburse the Diss Corn Hall Trust for any damage/breakages during the period of hire.

Signed \_\_\_\_\_

Date \_\_\_\_\_