



# DISS TOWN COUNCIL

Council Offices, 11-12 Market Hill, DISS, Norfolk, IP22 4JZ.  
Tel./Fax. - (01379) 643848 Email - townccouncil@diss.gov.uk

## APPLICATION FOR THE HIRE OF DISS CORN HALL

APPLICATION No. \_\_\_\_\_

Name of Organisation/Individual - \_\_\_\_\_

Address - \_\_\_\_\_

Postcode - \_\_\_\_\_

Tel No. - \_\_\_\_\_

Email Address - \_\_\_\_\_

Name/Address where invoice should be sent  
(if different from above) - \_\_\_\_\_

Postcode - \_\_\_\_\_

Date(s) of Hiring - \_\_\_\_\_  
(Please include any days for set-up,  
close down, rehearsals, etc.)

Hours of Hire (include preparation & clearing up time) -  
From - \_\_\_\_\_

To - \_\_\_\_\_

Type of Function - \_\_\_\_\_  
(Eg. Book Sale, Under 16's disco)

Is the use Community  or Commercial  (see Terms & Conditions over page for definitions)

Room(s) Required	<input type="checkbox"/>	For Office use
Old Stables		
Assembly Hall		
Waveney Room		
Council Chamber		
Retiring Room (only available with Council Chamber)		
Kitchen		
Bar (Licence to be obtained by the hirer)		

Additional Requirements	<input type="checkbox"/>	For Office use
Chairs - please state number required		
Tables - please state number required		
Tiered seating		
Public address equipment (Assembly Hall only)		

Events Involving Music (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 Council's current scale of charges and subject to their terms and conditions of hire. 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 Diss Town Council for any damage/breakages during the period of hire.

Signed - \_\_\_\_\_

Date - \_\_\_\_\_