



# DISS TOWN COUNCIL

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

<b>APPLICATION FOR THE HIRE OF DISS YOUTH &amp; COMMUNITY CENTRE</b>	<b>APPLICATION No.</b>
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**Name of Organisation/Individual -**

**Address -**

**Postcode -**

<b>Tel No. -</b>	<b>Email Address -</b>
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**Name/Address where invoice should be sent**  
*(if different from above) -*

**Postcode -**

**Date(s) of Hiring (for one-off events) -**  
*(NB this will be subject to availability)*

**Day(s) of Hire (for regular hirers)**  
*(NB this will be subject to availability)*

<b>Hours of Hire</b> <i>(include preparation &amp; clearing up time) -</i>	<b>To -</b>
<b>From -</b>	

**Type of Activity -**  
*(Eg. Dance Class, Jumble Sale)*

Is the use Community  Business  Not for Profit  *(see Terms & Conditions for definition)*

<b>Room Required (please tick all that apply)</b>	<input checked="" type="checkbox"/>	<b>For Office use</b>
Main Hall		
Downstairs Meeting Room		
Kitchen (upstairs)		
Upstairs Meeting Room		
Office Space (3 rooms)		
Garage/Workshop		

<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 as above in accordance with the Council'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 Diss Town Council for any damage/breakages during the period of hire.

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

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