



Sherborne Town Council

Digby Hall Booking Information

1 April 2026 to 31 March 2027
Digby Hall & Library, Hound Street, Sherborne, DT9 3AA
(registered charity no. 275065)

Book online at www.sherborne-tc.gov.uk
Enquiries: info@sherborne-tc.gov.uk or 01935 812807 (10am-2pm Mon-Fri)
Digby Hall Caretaker – 07870 621097

Room Hire Charges:

	Per hour	Day 6 - 8 ¾ hours	Day & evening 9 hours +
<u>Exclusive Use</u>	£35.00	£210.00	£280.00
<u>Main Hall, Stage & Kitchen</u>	£20.00	£120.00	£160.00
<u>Small Hall & Kitchen</u>	£12.00	£72.00	£96.00
<u>Wingfield Room & Kitchenette</u>	£10.00	£60.00	£80.00
<u>Studio & Kitchenette</u>	£8.00	£48.00	£64.00

(All charges include VAT)

One off Charges:

Sound System	£10 (Main Hall only)
Use of Bar	£60
Alcohol without use of bar	£15
Caretaker Assistance	£30 per hour
Digital Projector	£20 per day (Main Hall only, includes large let down screen)
Performing Rights	£40.46
Films	£6.74

Bar facilities: All alcohol consumed on the premises must be arranged through Sherborne Town Council (Licensee) by emailing the office at info@sherborne-tc.gov.uk The Licensee has the authority to close an event if alcohol, not arranged through the Council, is found at the venue.

Payment: Payment is to be made in full at the point of booking, or with a payment plan, through our online booking platform. Any additional costs will be invoiced after the event.

Public liability insurance: All hirers must hold Public Liability Insurance, a copy of which must be emailed into the office at info@sherborne-tc.gov.uk

Room Sizes:

Room	Size	Maximum Room Occupancies	
		Occupancies include every person in the hall including those performing.	
Main Hall	60ft x 50ft	300 200	Seated for lectures or stage performances Buffet dances or dining
Small Hall	30ft x 20ft	50 40	Seated Dining with tables
Wingfield Room	33ft x 15ft	50	Seated
Studio	28ft x 13ft	30	Seated

For a map of the Digby Hall and the rooms, please see our website www.sherborne-tc.gov.uk

Non-chargeable items available:

Tables: Square 2ft, Rectangular 6ft and 4ft, or Round to seat 8
Chairs
Microphones
Small screen
Lectern

Booking Approvals: All bookings are subject to approval by Sherborne Town Council. Payment will not be taken until the booking has been confirmed.

Cancellations: Fourteen days clear notice must be given in the event of the cancellation of a booking, or the appropriate charges will be payable.

Additional Information:

All halls are accessible to the disabled.

A first aid cabinet containing basic first aid equipment is located in the kitchen of the Main Hall. To view the hall please contact the Caretaker direct on 07870 621097.