**Booking Form/Hire Agreement**

Name of Hirer:

Address:

Contact Tel:

Email:

|  |  |
| --- | --- |
| **Date of Hire:** | **Time for hire:** (inc. set up & clear away) *please use 24 hour clock* |
| **Type of Event:** |  |
| Estimated Number of attendees: |  |
| User (resident, non-resident, local group, commercial, etc.) |  |
| **Hire Charges:** |  |
| Hall hire: hrs @ £ per hour | £ |
| Caretaking Charge (see T&Cs): | £ |
| Other (e.g. refreshments) | £ |
| **TOTAL** | £ |
| Refundable Deposit (if applicable) | £ |

If you are using a caterer, please provide details (see booking conditions). *Preparation of food is not permitted on the premises.*

If you are providing entertainment, please provide details.

If you are providing or hiring equipment, please provide details.

**Please turn over**

**General Data Protection Regulations (Service) Consent to hold Contact Information**

I agree that I have read and understand Longstanton Village Institute’s Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me in relation to the booking.

I agree that Longstanton Village Institute can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

Signed Date

**Payment of Fees**

Payment can be made by one of the following methods:

**Cheque**: made payable to **‘Longstanton Village Institute’**

**BACS**: Account no. 20268495 Sort Code: 60-83-01 Account name: Longstanton Village Institute If you have not received an invoice, please use your Surname or name of organisation and date as reference.