

Longstanton

Village Hall &
Recreation Ground
Charity

registered charity no. 300408

Hall Hire Booking Form

Hirer Contact Details	
Name of hirer	
Address	
Email address	
Telephone Number	
I agree that I have read and understood the Hall Hire Terms and Conditions (Please tick to confirm)	

Booking times			
Date of Hire		Time of hire	
..... / /		Start	End
		AM / PM	AM / PM
Please note: the time indicated here is the entire booking time. It includes set-up and clean-down time.			
Type of Event: Party / Meeting / Class etc...			
If a meeting or class, please provide name of organization:			
Estimated Number of attendees:			
Name of person in charge, if not hirer:			
Hire Charges			
Hall hire: hours @ £25.00 per hour		£	
Refundable Deposit		£100	
TOTAL		£	

Further information
If you are using a caterer, please provide details (see booking conditions). <i>Please note: Preparation of food is not permitted on the premises.</i>
If you are providing entertainment, please provide details:
If you are providing or hiring equipment, please provide details. <i>All electrical equipment provided or hired should have a valid PAT certificate. Please forward copies of certificates to office@longstantonvillagehallandrec.org</i>

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:

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.

Cheque: made payable to 'Longstanton Village Institute'

Hall Hire at Longstanton Village Institute is not guaranteed until full payment has been received and acknowledged by the Parish Clerk