

# 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 PM	AM / End 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	
<b>TOTAL</b>	£	
<b>For us to process the refund of your deposit, please provide your Bank Account details below:</b>		
Account Name:	Account Number:	Sort Code:

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

**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’  
**Please note that payments made by cheques can take up to a week to be processed**

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