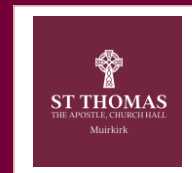


COMMUNITY HALLS BOOKING FORM



Section 1 - Hirer Details

Club/Organisation/Individual:

Name & Address of Hirer:

 Postcode:

Telephone No. Daytime: Email:

Invoice Address:
(if different from above)
 Postcode:

Responsible Person:
(person must be on site at all times)

Section 2 – Booking Details

Areas Required:

Not for profit association: Charity Number:

Purpose of let:

One off Booking Date: Time:

Block Booking - Please complete details below, allowing for any holiday breaks. If booking more than one regular day, please complete a separate booking form.

Date	Times	Date	Times	Date	Times

Exception Dates: (i.e., holidays)

Number of Attendee's:

Will your let require music to be played - If yes please provide details:

Will your let involve the consumption of alcohol:

Please detail any specific requests or additional information which we may require.

Section 3 - Insurance

Public Liability Insurance cover is required by all clubs, organisations and individuals who may, by their actions or omissions, cause others harm whilst in the building.

Please refer to conditions of let, Section 1.5 for more information. If your booking involves coaching/teaching/instruction or equivalent you must submit a copy of your insurance certificate.

If you are unsure if your booking requires insurance please contact your insurance Committee or the number below.

Section 4 - Declaration

I agree to be bound by the Conditions of Let and Hire Charges Schedule issued to me and agree that the delivery of the Confirmation of Let will be binding acceptance of this booking.

Data Protection Act

The information provided by you on this form will only be used for the purposes of the booking. We are committed to complying with the General Data Protection Regulation and the Data Protection Act 2018. For further information on how we process personal data, please see our privacy policy available on our website.

Declaration: I authorise the use of my personal information for the above stated purpose.

Signed:

(must be over 18yrs)

Date:

Our Data Promise

St Thomas' Church Hall, Muirkirk take your privacy seriously. We collect personal data when you register with us and will only use your personal data to administer your account or provide important information our products and services.

However, from time to time we would like to contact you with information on the hall. Please tick if you are happy to be contacted.

Email

☐

Social Media

☐

We promise that we will never share your details for marketing purposes with any third parties.

Section 5 – Payment and return of paperwork.

Please return this form to stthomashallmuirkirk@aol.com

Payment should be made by BACS to the following account:

St Thomas' Church Hall

Bank of Scotland Sort Code: 802260 Account Number: 27063565

stthomashallmuirkirk@aol.com

