

Watchet Community Centre Hire Agreement - Regular Booking

Name		
Organisation Name		
Address		
Contact Details	Home Phone: _____ Mobile Phone: _____ Email Address: _____ Invoices to be sent via email <input type="checkbox"/> or by post <input type="checkbox"/> ? (please tick)	
Emergency Contact Details	Name: _____ Email Address: _____ Phone 1: _____ Phone 2: _____ Relation to you: _____	
Booking Details (Charge - £7.50 per hour)	Description of Booking: _____ Start Time: _____ End Time: _____ (Times to include setting up and packing down) Commencement Date: _____ Occurrence: _____ (e.g. weekly, 2 nd & 3 rd week or once a month etc.) Is the Group: <input type="checkbox"/> Term Time Only or <input type="checkbox"/> All Year Round Please Circle Number of Attendees: _____	
Is Soft play Equipment required? (£5 per booking) – Please Circle	Yes	No
Hirer (print):	Committee Clerk (print): JO GRELLIER	
Signed:	Signed:	
Date:	Date:	
By signing this booking form I give my consent for the details that I have provided to be stored physically and digitally and to be used by the Officers, Members and agents of Watchet Town Council for the purposes of providing this service. The Council's General Privacy Notice confirms how we handle personal data and can be requested from the Council office or the Council's webpage www.watchettowncouncil.org		
FOR OFFICE USE		
Confirmation letter or email Sent <input type="checkbox"/>	Key deposit paid <input type="checkbox"/>	Key deposit form signed <input type="checkbox"/>
Entered into Facility Application <input type="checkbox"/>	Conditions of Hire & User Guide provided <input type="checkbox"/>	