

Watchet Community Centre Hire Agreement - Regular Booking

Name			
Organisation Name			
Address			
Contact Details	Home Phone No:		
	Mobile Phone No:		
	Email Address:		
	Invoices to be sent via:	Email <input type="checkbox"/>	Post <input type="checkbox"/>
Emergency Contact Details	Name:		
	Phone No:		
	Relation to you:		
Booking Details <small>(Charge - £7.50 per hour)</small>	Description of Booking:		
	Start Time: (To include setting up)	End Time: (To include packing down)	
	Occurrence: (e.g. weekly, once a month etc.)	Term Time Only <input type="checkbox"/>	All Year Round <input type="checkbox"/>
	Start Date:	Number of Attendees:	

Extras	Is soft play equipment required? (£5 per booking)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Music	Will you be playing music during your session?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If Yes, do you have a PRS Licence? (If Yes, please provide a copy)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Heating	If heating is required please be aware that the centre operates a £1 coin operated meter. It is charged at £1 per half hour.		

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Hirer (print):	Committee Clerk (print):
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"/>	