

Watchet Community Centre Hire Agreement - Casual Booking

Name		
Address		
Telephone Number		
Email Address		
	How would you like to receive invoices? (please circle)	Email / Post
Emergency Contact Details	Name:	
	Phone Number:	
	Email Address:	
	Relation to you:	
Event Details (Charge - £7.50 per hour)	Description of Event:	
	Date:	
	Time: (to include setting up and packing down time)	
	Number of Attendees:	
Alcohol Consumption (Please refer to the Watchet Community Centre Conditions of Hire & User guide for full information)	Will alcohol be consumed at the event? (Please circle)	Yes / No
	If 'Yes' - Will you be charging for drinks? (Please circle)	Yes / No
	If 'Yes' - Have you arranged for a steward with a Door Supervisor qualification to attend your event? (Please circle)	Yes / No
	The Hirer shall inform the Committee Clerk before completing the Hire Agreement if any alcohol is to be sold on the premises during the booking event. The Hirer will be responsible for obtaining a 'Temporary Event Notice' (TEN) from West Somerset Council. A copy of the 'TEN' should be provided to the Committee Clerk.	
Soft Play Equipment	Would you like to hire the soft play equipment? (Please circle) (Charge - £5.00 per booking)	Yes / No
Heating	If heating is required please be aware that the centre has a £1 coin operated meter charged at £1 per half hour.	

Continue on next page

Please provide your bank details for refund of deposit (if paying by Bacs)	Bank Name:
	Account Holder Name:
	Sort Code: ___ - ___ - ___
	Account Number: _____
Hirer (print): Signed: Date:	Committee Clerk (print): Signed: 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	
Invoice & Confirmation letter Sent <input type="checkbox"/>	Open/Close Arranged <input type="checkbox"/>
Entered into Facility Application <input type="checkbox"/>	Key deposit paid <input type="checkbox"/> Hall deposit paid <input type="checkbox"/>