

ENSTONE PARISH HALL MANAGEMENT COMMITTEE

HIRE AGREEMENT

THIS AGREEMENT is made between ENSTONE PARISH HALL MANAGEMENT COMMITTEE and:

Name:

Address:

.....

Contact Details:

REQUIREMENT: (please circle) Main Hall Litchfield Room Kitchen Licensed Bar

THE HIRER IS RESPONSIBLE FOR TAKING GLASS WASTE HOME WITH THEM ON COMPLETION OF BOOKING

PURPOSE OF HIRE:

PERIOD OF HIRE: - HOURS: DATE:

HIRING FEE (Booking Manager will refer to this if necessary)
£100 RETURNABLE DEPOSIT PAYABLE AT TIME OF BOOKING*

BALANCE DUE £ (PAYABLE FIVE DAYS PRIOR TO THE EVENT)

***It is a condition of this agreement that the premises are left in a clean and tidy condition.
The deposit will be used to offset cleaning costs if, after inspection, the condition is not met.
This booking form must be completed and returned in advance or the booking cannot be confirmed.**

I have read and agree to the Enstone Parish Hall Conditions of Hire document, which forms part of this agreement.

Signature:

Date:

To confirm the booking please print and sign this hire agreement and return it together with your deposit (if requested) to the address below **within 7 days**: (Failure to do so will make the booking null and void).

Enstone Parish Hall, The Paddocks, Enstone, OX7 4AZ

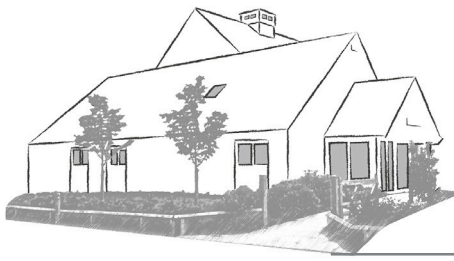
PLEASE NOTE:

Enstone Parish Hall Management Committee reserve the right to refuse any booking not considered appropriate. Booking applications from a third party will only be considered following the production of a current utility bill as proof of identification. Photocopies not accepted. The Hall is **NOT** available for parties for 16 to 21 year olds.

HIRE CHARGES

Parishioners Main Hall: £12.00 per hour Meeting Room: £10.00 per hour (use of kitchen included)

Non-Parishioners Main Hall: £15.00 per hour Meeting Room: £12.00 per hour (use of kitchen included)



ENSTONE PARISH HALL MANAGEMENT COMMITTEE

The General Data Protection Regulation (GDPR) is an EU-wide regulation that became effective in the UK in May 2018. It replaced the existing Data Protection Act 1998 and gives individuals more rights and protection in how their personal data is used by organisations. The Information Commissioner’s Office (ICO) regulates Data Protection laws in the UK and has issued guidance stating that ‘advertising or marketing material’ includes any material, which promotes the aims and objectives of the organisation, not just promoting products or services.

The Enstone Parish Hall Management Committee (EPHMC) on behalf of Enstone Parish Hall keep personal data on those who hire the hall or meeting room. This data falls into two categories:

1. Short term hire (such as a one off party)
2. Long term hire (groups or individuals that hire the hall on a regular basis)

1.

In order to raise funds for the Parish Hall we may communicate with those persons on our database, in both categories, in the form of a newsletter or leaflet informing them of an event or activity. This may be sent through the post, emailed or sent as an SMS. Under GDPR we have to ask for your consent - please tick the appropriate box below:

I give my consent to EPHMC to periodically send me fundraising or promotional material – YES NO

NAME: SIGNATURE: DATE:

2.

EPHMC use and store personal data from Category 2 groups or individuals to promote the interests or activities for which the Hall or Meeting Room has been hired, (a fitness class for instance). The promotion can take the form of a calendar entry, advert and blog on the EPHMC website, displaying the individual or groups name, telephone number, email address and webpage address. For those who would like the EPHMC to promote their activity we need your consent. Please tick the appropriate box below:

I give my consent to EPHMC to use my contact details in order to promote my activity – YES NO

NAME: SIGNATURE: DATE: