



Winterbourne PARISH COUNCIL

The Greenfield Centre, Park Avenue, Winterbourne, South Gloucestershire, BS36 1NJ
Sally Watkinson – Clerk

Tel: 01454 776922 clerk@winterbournepc.co.uk

**EMERGENCY CONTACT NUMBERS:
CARETAKER (07919117077) PARISH COUNCIL (07470305860)**

Room Hire Agreement at The Greenfield Centre

Title of Course/Event:

Name of Leader of Course/Event:

Contact Telephone No:

E-mail address:

Address:

Date of Course/Event:

Period of Hire: From: To:

Approximate number of attendees: Cost: £

IT IS THE RESPONSIBILITY OF THE HIRER TO EFFECT WHATEVER INSURANCE HE/SHE REQUIRES TO COVER HIS/HER LIABILITIES.

The course leader must sign in the book at the start and end of room hire. It is a mandatory requirement of the room hire policy that in the event of fire a designated person has a note of all persons attending.

Terms are strictly 30 days from receipt of invoice.

	Rate	Please Tick
Hall – Weekdays	£21.00 per hour	
Hall - Weekends	£26.00 per hour	
Council Board Room -Weekdays	£21.00 per hour	
Council Board Room - Weekends	£26.00 per hour	
Room 1 – Weekdays	£15.00 per hour	
Room 1 -Weekends	£18.00 per hour	
Children's Parties - Saturday and Sunday	£55.00 – 3 Hour Hire	

The Parish Council's Conditions and Regulations of Hire (as read) are hereby accepted.

Booked on behalf of by Date:

Booking confirmed on behalf of Winterbourne Parish Council by Date:

In order to comply with the new GDPR data protection regulations we need to inform you that we save the information you enter above for a period of 24 months. You can read more about GDPR on the ICO website

(<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/consent/>)