

**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 |
|-------------------------------------------------|----------------------|-------------|
| <b>Hall – Weekdays</b>                          | £24.00 per hour      |             |
| <b>Hall - Weekends</b>                          | £30.00 per hour      |             |
| <b>Council Board Room -Weekdays</b>             | £24.00 per hour      |             |
| <b>Council Board Room - Weekends</b>            | £30.00 per hour      |             |
| <b>Room 1 – Weekdays</b>                        | £18.00 per hour      |             |
| <b>Room 1 -Weekends</b>                         | £21.00 per hour      |             |
| <b>Children's Parties - Saturday and Sunday</b> | £70.00 – 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/>)