

# Venue Booking Form for Regular Users

## (The Family & Community Group)

Charity Commission Registration Number 1192942

Ref number:

### BOOKING DETAILS

1.	<b>Title of Organisation:</b> (If Applicable)			
2.	<b>Name and Address of Hirer:</b> <b>Must be 21 years of age or over</b> <b>(25 years of age or over when a bar is requested).</b>			
3.	<b>Telephone Number:</b>  <b>Email :</b>			
4.	<b>Type of Event:</b>			
5.	<b>Dates Required:</b> (all dates may not be available)	<b>Please complete additional sheet provided.</b>		
6.	<b>Times Required:</b>	<b>From:</b>	<b>To:</b>	<b>Hours:</b> Office use only
7.	<b>Facilities Required:</b> (Please tick)	<b>Main Hall</b> <input type="checkbox"/>	<b>Meeting Room:</b> <input type="checkbox"/>	
8.	<b>Additional Information</b>	<b>Approximate numbers attending</b> <input type="checkbox"/> <b>Age Group</b> <b>Under 16</b> <b>16-25</b> <b>25-60</b> <b>over 60</b> (Please tick) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
9.	<b>Hire Charges:</b> <b>Per hour (or part thereof)</b>  <b>Charges very depending on venue and use</b>	<b>Payment is monthly in advance.</b> Please specify your preferred method of payment : Standing order or Cheque or Cash		
10.	<b>Please return the completed booking form to:</b>	Dave@thefamilycommunitygroup.com		

I have read and understood the Conditions of Hire and confirm that the person/organisation who is applying accepts them.

NAME (Please print) .....

SIGNED .....

DATE .....

General Data Protection Regulations (GDPR)

Your contact details will be securely stored for a limited time and used for the sole purpose of the management of bookings. The lawful basis for processing this data is – necessary for a contract between us.

Further information may be found on our Privacy Notice which is on our website and on the notice board in the hall foyer.