

HIRE AGREEMENT

Please complete this form and return to Severn Stoke Village Hall Booking Secretary:

Email: trishrowe@tinyworld.co.uk Tel: 01905 371339.

Section 1: The Hirer			
Name:		Organisation:	
Address:		Post Code:	
		Telephone (H):	
		Telephone (W):	
		Mobile:	
Email:			

Section 2: The Event			
Event Date:		Setting Up Date <i>(if before Event date):</i>	
Purpose:		Setting Up Time:	
Start Time:		Clearing Up Date: <i>(if after Event date)</i>	
Finish Time:		Clearing up Time:	
Facilities Required:	Main Hall <input type="checkbox"/>	Kitchen <input type="checkbox"/>	Car-Park <input type="checkbox"/>
Serving Alcohol (tick as applicable). Note: Requires Hirer to obtain appropriate Licences			
No Alcohol will be served	<input type="checkbox"/>	Alcohol will be served free of charge	<input type="checkbox"/>
		Alcohol will be sold at a bar run by the Hirer	<input type="checkbox"/>

Section 3: Costs and Special Conditions	
Cheques to be made payable to "Severn Stoke Parish Hall"	
Bank Transfers: A/C Number: 02194029 Sort Code: 30-99-90 Ref: Surname/Date of Event	
No. Hours – for the Event	
No. Hours – for Set Up and Clear Up	
Total Cost of Hire @ £10.00 per hour	£
Damage Deposit (see Terms & Conditions of Hire) To be paid PRIOR to Event	
Total Cost of Hire less Damage Deposit Paid (if applicable)	£
Special Terms and Conditions Agreement attached	YES / NO



Section 4: The Agreement

This Agreement is made on _____(date) between the HIRER (Section 1) and the VILLAGE HALL MANAGEMENT COMMITTEE (VHMC). The VHMC agree to permit the HIRER to use the premises as described above. The HIRER agrees with the VHMC to be present during the hiring and to perform the provisions and stipulations contained or referred to in the Village Hall Terms & Conditions of Hire for the time being in force as annexed hereto (an understanding of which the HIRER acknowledges) together with the Special Terms & Conditions set out in the attached Special Terms & Conditions (if applicable).

NOTE: Bookings are not deemed confirmed until a signed Hirer Agreement has been returned to the Booking Secretary.

Signed (Hirer):		Date:	
PRINT Name:			
Signed (for the VHMC):		Date:	
PRINT Name:			

GDPR statement

Severn Stoke Village Hall (SSVH) will use the information you provide on this form, and through the web contact form, for the purposes of managing your booking and collecting appropriate payment. Data may be retained for up to 5 years for accounts purposes and for longer where required for legal purposes, or by grant funders or the hall’s insurers. We will not share your personal information with any third parties without your consent unless we are legally required to do so.

We will treat your information with respect. By providing your information, you agree that we may process your information in accordance with the provisions of the General Data Protection Regulation ((EU) 2016/679). Anyone processing personal data must comply with the eight enforceable principles of good practice. These provide that personal data must be: a) Processed fairly and lawfully; b) Processes for limited purposes and in an appropriate way; c) Adequate, relevant and not excessive for the purpose; d) Accurate; e) Not kept longer than necessary for the purpose; f) Processed in line with data subject’s rights; g) Secure; and h) Not transferred to people or organisations situated in countries without adequate protection. Data held by SSVH will be used for internal use only unless the individual has given permission for SSVH to use it for another purpose. Data will not be used for unsolicited marketing or supplied to third parties for unsolicited marketing. The SSVH Management Committee data controller will act upon any request by an individual to revise or remove data held about them.