

PLEASE NOTE: Due to the new GDPR regulations please read the privacy statement enclosed and return the consent form along with the booking back to the office.

The Old Fire Station
Stone Street
Cranbrook
Kent, TN17 3HF
Tel. 01580 713112

Email: clerk@cranbrookandsissinghurstpc.co.uk
www.cranbrookandsissinghurstpc.co.uk
Caretaker's Mobile No.: 0730 5083 6120

VESTRY HALL BOOKING FORM

Date of event _____

Time Hall required from _____ **am/pm** to _____ **am/pm**

(Please note this must include time for setting up before the event and clearing Away after the event)

Time Event is to Commence/End _____

Name of Hirer _____

Organisation (if applicable) _____

Is your Organisation profit-making? YES/NO
If Yes please supply a copy of your Public Liability Insurance with the Booking Form

Address _____

Telephone _____ **Email:** _____
(including alternative telephone no. for emergencies)

Nature of Event _____

(Dance, quiz evening, dance class, child's birthday party, 18th or 21st birthday party, wedding, craft fair, sale of merchandise etc.)

A Trading Standards Form should be completed for any sales of merchandise – this may be obtained from the Clerk. Please refer to Clause 15 in the attached Terms and Conditions of Hire

Will a disco or other type of music be played? (please specify) _____

Will you require use of the Balcony? _____

(Please note there is an extra charge for this, see price list attached)

Numbers attending _____

(Please specify if this will be seated only, seated and dancing or dancing only)

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Will alcohol be served? _____

Will this involve the hire of a Bar? (If Yes please see note below) _____

A deposit of £75.00 will be charged for all functions serving alcohol and is returnable provided no damage has been caused. Please remember if alcohol is to be sold at the function, the hirer/provider of the bar is obliged to obtain a Temporary Events Notice from Tunbridge Wells Borough Council . A copy of the endorsed Temporary Events Notice must be given to the Clerk in advance of the hire period and must be prominently displayed at the function. Please refer to Clauses 14, 15 & 16 on the attached Terms and Conditions of Hire.

Equipment: Please note that equipment available for the Hall is detailed on the attached sheet.

Hire of Crockery and Cutlery	YES/NO (please delete as applicable)
Hire of Wine Glasses	YES/NO “ “
Hire of Sound System (consists of microphone and speakers only – not suitable for playing music)	YES/NO “ “
Hire of Stage	YES/NO
Hire of Balcony	YES/NO

The Parish Council operates a **NO SMOKING POLICY**
As a result of insurance limitations **Bouncy Castles** are strictly prohibited.

Child Protection Policy

All hirers who wish to use the Vestry Hall for activities which include children and vulnerable adults other than for hire for private parties arranged for invited friends and family only, will be asked to produce a copy of their Child Protection Policy.

Please can we ask you to leave the premises as you find them and ensure any cutlery, crockery, etc., are washed and dried and put away - Thank you.

I confirm that I have read and will abide by the Vestry Hall Terms and Conditions of Hire. I also confirm that payment for the hire will be paid to the Parish Council TWO WEEKS before the date of use. Failure to do so may result in the hall not being opened.

Signature of Applicant _____ **Date** _____

Verbal bookings will be held for 30 days pending receipt of this confirmation. No reminders will be issued.

Note: All bookings are liable to cancellation if the Hall is required for use as a Polling Station or for any other purpose under No. 5 of the Terms and Conditions of Hire

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Cranbrook & Sissinghurst Parish Council

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Kent,
TN17 3HF**

Tel: 01580 713112

Email: clerk@cranbrookandsissinghurstpc.co.uk

Hirers Privacy Notice

When you hire the Vestry Hall, Council Chamber, Addison Room or hold an event on the Playing Field

The information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information, send invoices and receipts relating to your hire agreement.

Your personal information will not be shared with any third party without your prior consent.

The Councils Right to Process Information

GDPR Article 6 (1) (a) (b) and (c) (Data Protection Act 1998)

Processing is with consent of the data subject

or

Processing is necessary for compliance with a legal obligation

or

Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract

Information Security

Cranbrook & Sissinghurst Parish Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and relevant policies.

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We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted.

Your Rights

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Protection Officer:

Jayne Cole
Local Council Public Advisory Service
The Vision Centre
5 Eastern Way
Bury St. Edmunds
Suffolk IP32 7AB

Tel: 01284 766885
www.lcpas.co.uk

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact:
clerk@cranbrookandsissinghurstpc.co.uk

Information Deletion

If you wish Cranbrook & Sissinghurst Parish Council to delete the information about you, please contact: clerk@cranbrookandsissinghurstpc.co.uk

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact our Data Protection Officer:

Jayne Cole
Local Council Public Advisory Service
The Vision Centre
5 Eastern Way
Bury St. Edmunds
Suffolk IP32 7AB

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Rights Related to Automated Decision Making and Profiling

Cranbrook & Sissinghurst Parish Council does not use automated decision making or profiling of personal data.

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To Sum Up

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Cranbrook & Sissinghurst Parish Council Data Protection Officer:

Jayne Cole

Local Council Public Advisory Service

The Vision Centre

5 Eastern Way

Bury St. Edmunds

Suffolk IP32 7AB

Tel: 01284 766885

www.lcpas.co.uk

Or to the Information Commissioners Office: casework@ico.org.uk Tel: 0303 123 1113

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CRANBROOK & SISSINGHURST PARISH COUNCIL

Mrs. L Ham,
Clerk

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Email: clerk@cranbrookandsissinghurstpc.co.uk
www.cranbrookandsissinghurstpc.co.uk
Office Open: 10 - 12: Mon - Fri.

THE OLD FIRE STATION,
STONE STREET,
CRANBROOK,
KENT, TN17 3HF.

Consent: Vestry Hall, Council Chamber or Addison Room Hirer

I agree that I have read and understand Cranbrook & Sissinghurst Parish Councils Privacy Notice. I agree by signing the consent box below that the Council may process my personal information for providing information and corresponding with me.

I have the right to request modification on the information that you keep on record.

Signed:

Please Print Name:

Date: