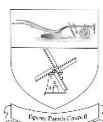


## TIPTREE PARISH COUNCIL



### COMMUNITY CENTRE BOOKING FORM

**BLOCK BOOKINGS Jan 2024- Dec 2024**

**Please return form to:**

**TIPTREE Community Centre, 1a Caxton Close, Tiptree CO5 0HA**

**[bookings@tiptreeparishcouncil.gov.uk](mailto:bookings@tiptreeparishcouncil.gov.uk)**

<b>Name of Hirer</b> <b>Business Name if applicable</b>
<b>House No/Name</b> <b>Road</b> <b>Town</b> <b>County</b> <b>Postcode</b>
<b>Telephone No</b>
<b>Email</b> <b>Email for invoicing if different to above</b>
<b>Venue required</b> Please circle  Main Hall with Kitchen      Small Hall      Meeting Room
Enter details of type of Hire to be held
Approx <b>no of people attending</b> <b>Do you play music and if so what type</b> <b>Do you hold a PPL Music licence</b>
<b>Day and times required</b> – <i>if your booking is <b>not weekly</b> please specify <b>exact dates</b>. <u>Term Time is not sufficient</u></i>

<p>How did you hear about us (please circle)</p> <p>TPC website   other website   local newspaper   word of mouth   used previously /Facebook/ other please specify</p>
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You will be invoiced from the 1<sup>st</sup> of each month for the following months bookings– payment due by the end of the month of the invoice. **A £25 admin charge will be made for late payment.**

**Payment:** It is preferred that payment be made by should be made by bank transfer (**Sort Code 60-83-01   Account No 20420822**). Alternatively, we can accept cheques made payable to Tiptree Parish Council.

Please provide a copy of your Public Liability Insurance Certificate with this form – bookings will not be accepted without this.

Please note that any electrical items used by yourself or your group should be suitably tested and marked accordingly.

**Hire time:** Booking should start and end on time with any setting up or clearing away completed within your hire time. You, as the hirer are responsible for this and should be the last one to leave the premises.

By signing this booking form you are agreeing to abide by the conditions of hire attached, and also on our website ([www.tiptreeparishcouncil.gov.uk](http://www.tiptreeparishcouncil.gov.uk)). Your booking is not confirmed until you have received written confirmation

Under GDPR legislation we need to let you know that your personal details are held by us on record and any of our staff that require them for work purposes.

Signed.....Date.....

Please ensure that all parts of this form are completed

Please note that we have a website [www.tiptreeparishcouncil.gov.uk](http://www.tiptreeparishcouncil.gov.uk) and details of your hire may be added to the **website and facebook page if you wish**. Under GDPR legislation, it is imperative that we obtain your written permission to include your contact details on our website (*and make you aware of how we intend to use the information*). Please complete the details below if you wish for your details to be viewable on the website and Facebook page.

**We cannot provide your contact details on our website/facebook page without this form being signed**

I ..... agree to TPC displaying my/our contact details (email /telephone number) on the TPC Website and Facebook page to advertise our hire

Name (Please print)

Date

.....

.....

Company (if applicable)

Position

.....

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Signature

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