TIPTREE PARISH COUNCIL

COMMUNITY CENTRE BOOKING FORM

BLOCK BOOKINGS Sept 26 onwards

Please return form to:

TIPTREE Community Centre 1a Caxton Close, Tiptree CO5 0HA or bookingstiptreeparishcouncil.gov.uk

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

How many tables and chairs do you require – Tables Chairs
How did you hear about us (please circle) TPC website other website local newspaper word of mouth used previously/Facebook/other please specify

You will be invoiced from the 1st 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: Payment should be made by bank transfer (Sort Code 60-83-01 Account No 20420822).

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). Your booking is not confirmed until you have received written confirmation

Under GPDR 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 and details of your hire may be added to the **website, newsletter and social media 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/newsletter and social media without this form being signed

I …… agree to TPC displaying my/our contact details (email /telephone number) on the TPC Website, newsletter and social media to advertise our hire.

Our Staff may take photos of your event set up for use in our newsletter, website or social media.

If you do not want us to take photos, then please indicate here ☐

Name (Please print) Date

…… ……..

Company (if applicable) Position

…….. ……..

Signature

……..