

ST STEPHEN PARISH COUNCIL

Function Hire Agreement

CONTACT DETAILS

1a Name of Hirer/Organisation/Group _____
1b Authorised representative _____
(if applicable) _____
Address: _____
_____ Postcode _____
Contact number _____
Email: _____

BOOKING DETAILS - Date of hire to be agreed with the Centres Manager prior to completion of this form

2 Date of Hire _____
3 Purpose of Hiring _____
4 Numbers Attending _____
5a Venue (delete as applicable) Greenwood Park Parish Centre
5b Room(s) Hired _____
6a Hire Times _____
(must include time for set up & breakdown by the hirer) From _____ To _____
6b Total Hours Hired _____ @ £ _____ Per hour at published rate
7a Total Hiring Fee _____ (Inc VAT at standard rate where applicable)
7b 25% deposit _____ Non-refundable – required to secure booking
7c Balance _____ Payable 14 working days before the event
8 Damage Deposit _____ Payable 14 working days before the event
£100 children's parties under 11yrs old. **£250** all other functions.
Refundable, subject to conditions

This agreement is made on the date of signature between St Stephen Parish Council and the hirer (1a) permitting use of the room(s) (5b) on the date(s) (2) and times (6a) for the purpose (3) in consideration of the fees (7a), as described above

THE HIRER agrees with St Stephen Parish Council to observe and perform the provisions and stipulations contained in or referred to in the '**Basic Conditions and Obligations of Hirers**' for the time being in force and displayed as required (an understanding of which the HIRER acknowledges) together with any special conditions imposed

30 days' written notice is required to cancel this booking to avoid charges.

Signed by the Hirer (1a) or Authorised representative (1b) _____

St Stephen Parish Council: _____ Date _____

Dani Medlin
Centres Manager

Completed and signed form to be sent with 25% booking deposit to:

Centres Manager,
Bookings Office, Greenwood Park Community Centre
Tippendell Lane
Chiswell Green, St Albans
Herts, AL2 3HW

Email: bookings@ststephenparishcouncil.gov.uk

Tel: 01923 681443 option 2

Booking is confirmed on return of a countersigned copy.

<p>How to pay by Bank Transfer</p> <p>By transfer to:</p> <p>Unity Trust Bank</p> <p>Sort Code 60 83 01</p> <p>Account No 20430676</p> <p>Account Name St Stephen Parish Council</p> <p>Function details must be quoted as your reference to enable us to credit the payment against your booking.</p>	<p>How to Pay by Cheque</p> <p>Make cheques payable to:</p> <p>St Stephen Parish Council</p> <p>Function details must be written on the reverse of your cheque to enable us to credit the payment against your booking.</p>
<p>How to Pay by Debit / Credit Card</p> <p>Credit / Debit Card payments are accepted at the Greenwood Park Community by appointment.</p> <p>We are currently unable to take card payments by phone.</p>	

Data Protection Act/General Data Protection Regulations 2018

The personal data provided on this form will be used only in connection with the hire of facilities and for the Council to keep a record of the terms and conditions of the hire, to facilitate contact with you and for the payment of fees all of which is classified as personal data under the General Data Protection Regulations 2018. You have a number of rights in connection with the use of personal data for the above purposes:

- | | |
|---|---|
| 1. Right to be informed about the processing of your personal data | 5. Right to restrict processing of your personal data |
| 2. Right to rectification if your personal data is inaccurate or incomplete | 6. Right to data portability of your personal data |
| 3. Right of access to your personal data | 7. Right to object to the processing of your personal data. |
| 4. Right to be forgotten | |

You may consult the Parish Council's Privacy Statement on our website and you may let the Clerk know, in writing at any time if you wish to assert any of the above rights and in which case you will receive a response within 20 working days.

OFFICE USE ONLY

Payment	TOTAL	NETT	VAT	Date payment rcvd	Payment Method	Reference No.
Deposit						
Balance						
DAMAGE DEPOSIT						
	AMOUNT	DATE PAID	Payment Method	DATE RETURNED	Cash/ Cheque	

**ST STEPHEN PARISH COUNCIL**

Bricket Wood, Chiswell Green and Park Street

THE PARISH CENTRE, STATION ROAD, BRICKET WOOD,
ST ALBANS, HERTS, AL2 3PJ
Web: ststephen-pc.gov.uk

VAT Registration No: 630 0563 81