

# ST STEPHEN PARISH COUNCIL

## FUNCTION HIRE AGREEMENT

### CONTACT DETAILS

**1a Name of Hirer/Organisation/Group** \_\_\_\_\_

**1b Authorised representative** \_\_\_\_\_  
(if different from above)

Address: \_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_

Contact number \_\_\_\_\_

Email address for invoice: \_\_\_\_\_

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

**2 Date of Hire** \_\_\_\_\_

**3 Function details** \_\_\_\_\_  
Note: PLI is required for hired bouncy castle, soft play, disco etc. Equipment must be PAT tested. Smoke machines, naked flames, indoor fireworks are NOT permitted

**3a Entertainer/equipment** \_\_\_\_\_  
**Hire Company/details** \_\_\_\_\_

**4 Numbers Attending** \_\_\_\_\_

**5 Venue** \_\_\_\_\_ Greenwood Park \_\_\_\_\_ Parish Centre \_\_\_\_\_

**5a Room(s) Hired** \_\_\_\_\_ Orton Hall Sports Hall Lounge Pavilion Tennyson Hall Watling Room \_\_\_\_\_

**6 Hire Times** (must include time for set up & breakdown by the hirer) **From** \_\_\_\_\_ **To** \_\_\_\_\_

**6a Total Hours Hired** \_\_\_\_\_ @ £ \_\_\_\_\_ Per hour at published rate

**7 Total Hiring Fee** £ \_\_\_\_\_ (Inc VAT at standard rate where applicable)

**7a 25% deposit** £ \_\_\_\_\_ Non-refundable – required to secure booking

**7b Balance** £ \_\_\_\_\_ Payable 14 working days before the event

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, including payment of any damage incurred.

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 to: [bookings@ststephen-pc.gov.uk](mailto:bookings@ststephen-pc.gov.uk)**

**Or posted to:** Centres Manager, Bookings Office, Greenwood Park Community Centre  
Tippendell Lane, Chiswell Green, St Albans, Herts, AL2 3HW

**Enquiries** Tel:01923 681443 option 2

**An Invoice for payment will be emailed to address (1b) on Function Hire Agreement page 1.  
The booking is only confirmed on receipt of 25% deposit (7a)**

**FUNCTION HIRE AGREEMENT**  
**DAMAGE PAYMENT POLICY**

Please complete information required below to pre-authorise a Credit or Bank Card. This card will be charged in the event of damage to facilities, equipment, time over-run, additional cleaning costs or non-compliance of 'Basic Conditions & Obligations of Hirers'. No payment will be deducted without informing Hirer in advance. This information will be held on file by St Stephen Parish Council and by Square (card payment provider) until 7 working days after the function date and will then be deleted to comply with PCI-DSS and data privacy.

We will contact you to set up a Square customer account and for further card information. All card information held by Square is encrypted. You will receive an email from Square to confirm your card has been saved to your Square customer account.

**CREDIT / BANK CARD AUTHORISATION FORM**

Please complete all fields. You may cancel this authorisation at any time by contacting us. This authorisation will remain in effect until cancelled as above.

Card Type:  MasterCard  VISA  AMEX  Other: \_\_\_\_\_

Cardholder Name (as shown on card):

Card Number:

Expiry (mm/yy):

Cardholder Postcode (from credit / bank card billing address):

I, \_\_\_\_\_, authorise ST STEPHEN PARISH COUNCIL to charge my credit / bank card as agreed as per Damage Payment Policy above.

Customer Signature

Date

**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.



**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](http://ststephen-pc.gov.uk)

VAT Registration No: 630 0563 81

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