

Lakeview Village Hall

Great Easthall Way, Sittingbourne, ME10 3TF

Hall Hire Application Form – March 2021

Name	Contact Number
Address	
E-Mail	
What is the purpose of the booking? (I.E party, activity, exercise class ETC)	
Date of the booking	
Start time of booking	Finish time of booking
<p><u>All cleaning/tidying of the hall is to be completed by the end of your hire period with the hall vacated and locked</u></p> <p>For parties with a finish time up to 11pm, a deposit of £150 is required. £50 of the deposit will be withheld if the hall is not left clean at the end of the hire agreement. £100 of the deposit will be withheld if the agreed hire time is over run by the hirer. The full deposit will be withheld if there is any damage caused during hire.</p> <p>For parties with a finish time of 12am, a deposit of £250 is required. £50 of the deposit will be withheld if the hall is not left clean at the end of the hire agreement. £200 of the deposit will be withheld if the agreed hire time is over run by the hirer. The full deposit will be withheld if there is any damage caused during hire.</p>	
Will this be a regular booking? If so how often	

Paying for your booking

Payments to be made using, Bank transfer. Bank details provided separately.

Hirer Signature	Date
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Please tick the box to confirm that the hirer understands the terms and conditions of this hiring policy including their responsibilities for their guests.

The Trust has the right to refuse applications.

Policies can be established or altered only by the Trust: **Procedures** may be altered by the Chairman.

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Lakeview Village Hall Trust registered charity in England and Wales Registration number 1172312

Booking Form version (2.3) 22/07/2018

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General Data Protection Regulation

The privacy and security of your information is important to us. This notice explains who we are, the types of information we hold, how we use it, who we share it with and how long we keep it. It also informs you of certain rights you have regarding your personal information under current data protection law. The terms used in this Fair Processing Notice are based on the Information Commissioner's Office. You can find out more about the ICO here: <https://ico.org.uk/>.

Who are we?

Lakeview Village hall Trust is the Data Controller of the information you provide us; You can contact us for general data protection queries by email to lakeview.easthall@gmail.com or in writing to The Chairman, Lakeview Village Hall Trust, Great Easthall, Sittingbourne, Kent ME10 3TF. Please advise us of as much detail as possible to comply with your request.

What information do we collect?

During your enquiry for hiring the Lakeview Village Hall we will collect personal information which may include your name, telephone number, email address, postal address required to complete your booking. On the very rare occasion you may be asked for your bank details to allow for any refund payments to be made to you as necessary

How do we use your personal information?

We will use your personal information to

- To process your booking
- Communicate with you

We do not share your information, your data is only used for Lakeview Village Hall business and your booking.

Securing your personal information

We follow strict security procedures in the storage of your personal information, including storage in electronic and paper formats.

How long do we keep your information for?

We will not keep your personal information longer than is necessary for the purpose for which it was provided. We will keep your information until the end of your hire agreement.

Your rights

Under data protection law you have the right to change or withdraw your consent and to request details of any personal data that we hold about you.

Where we have no legitimate reason to continue to hold your information, you have the right to be forgotten.

CCTV Footage

For security of you and the property, Lakeview Village Hall Trust has eight digital cameras recording footage around the outside of the Lakeview Village Hall, this data is stored on a stand-alone media recorder. The footage captured is over written every 28 days and only exported from the system when deemed necessary.

Consent

We require your consent to this notice to enable any agreement between yourself and the Lakeview Village hall Trust, please sign and date below and return this form to the booking secretary.

Name	Signature	Date

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