Broadway Centre Room Hire Booking Form

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| HIRER CONTACT DETAILS | | | | | | | | |
| Contact Person | Title |  | First Name | |  | Surname |  |
| Organisation |  | | | | | | |
| Address 1 |  | | | | | | |
| Address 2 |  | | | | | | |
| Town/County/Postcode |  | | | | | | |
| Email address |  | | | Mobile/Phone | |  | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **INVOICE CONTACT DETAILS (if different from above)** | | | | | | | | |
| Contact Person | Title |  | First Name | |  | Surname |  |
| Organisation |  | | | | | | |
| Address 1 |  | | | | | | |
| Address 2 |  | | | | | | |
| Town/County/Postcode |  | | | | | | |
| Email address |  | | | Mobile/Phone | |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| HIRE DETAILS | | | | | | |
| Purpose of Hire |  | | Occasional/Regular (delete as applicable) | | |
| Room Required |  | | | | |
| Date/Day of Hire |  | | | | |
| Start Time |  | End Time |  | Total Hours |  |

I understand and agree:

1. The terms and conditions as stated in the hire form and will at all times observe all health and safety and fire procedures.
2. For my details to be retained in accordance with the GDPR/Data Protection Act and Town Council policies. Full details can be found on the [www.sandowntowncouncil.gov.uk](http://www.sandowntowncouncil.gov.uk)

**Signed**      .........................................................................................    **Date** ……………………..

(**The Hirer** )

**Print name** .......................................................................................