

# Heathfield and Waldron Parish Council

Invoice:

HEATHFIELD COMMUNITY CENTRE

Rec:

## Booking Form

Name of Hirer (must be 18 or over) .....

Address:.....

Postcode ..... Tel: (home)..... (work).....(mobile).....

Email: .....

Name of Organisation (if applicable).....

Is this a Commercial Booking: YES/NO      Is this a Public Performance: YES/NO

Name of Responsible Fire Warden .....

Date of Hire: day.....month.....year.....

Time: From .....to.....

Please include ample time to set up/put away – the room will not be available until the time you state (normal session times 9.00-13.00 14.00–18.00 18.30–22.30) Please inform the Caretaker if you finish earlier – the premises must not be left unlocked

Accommodation required: Hall       Ian Price Room       Kitchen

Purpose of Hire:.....Approx. no. attending.....

Will there be entertainment? (i.e. Disco, live group) YES/NO If so, name: .....

Will there be a Licensed Bar? YES/NO If so, name & address of Licensee .....

Please see separate sheet for additional equipment available. Please enclose plan of any special layout required. Payment enclosed £..... Please contact the office for confirmation of fees payable. Cheques should be made payable to **Heathfield and Waldron Parish Council**.

Please note a charge of £10.00 will be levied to cover charges if cheques have to be re-presented at the bank.

I have read and agree to abide by the Council's conditions of Use and Hire

Signed:.....Date:.....

Please return to: Heathfield and Waldron Parish Council, 73 High Street, Heathfield, East Sussex, TN21 8HU  
Telephone: 01435 865700 Fax: 01435 860700

**General Data Protection Regulations** - Any personal information such as name, postal address, telephone numbers, and email address on this form will only be used for the purpose of your booking, kept for as long as necessary to provide that service and will not be disclosed to any other third party without your prior permission or unless we are required to do so by law. Please note - a contact number may be given to our Caretaker in case of emergency or to clarify your booking only. A copy of our full Privacy Notice is available on our website or on request.

Please confirm we may use your personal data as stated by ticking here