

HEATHFIELD & WALDRON PARISH COUNCIL

BOOKING FORM FOR MEETING ROOM AT 73 HIGH STREET, HEATHFIELD

Please note: The meeting room holds a maximum of 24 people and cannot be hired outside of staff working hours. (0900 – 1500 Monday to Friday). Please discuss your requirements with a Member of staff before booking. Please allow time to set up/put away. The room will not be available until the time you state.

For the First Hour	£15.00
Each additional hour (or part thereof)	£10.00
Tea, Coffee, Sugar and UHT Milk can be provided	£ 5.00

Facilities available: Wi-Fi, tables, chairs, white board, disabled access, disabled WC, induction Hearing Loop.

Name of Contact Person: _____ **Organisation:** _____

Address:

Tel. no: _____

Email: _____

Date of Hire: _____

Starting Time: _____

Finishing Time: _____

Refreshments Required: **Yes** **No**

All payments must be made in advance of the booking

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 given via 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. 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