

Watchet Community Centre Hire Agreement - Casual Booking

Name			
Address			
Contact Details	Phone 1:	Email Address:	
	Invoice to be sent via email <input type="checkbox"/> or by post <input type="checkbox"/> ? (please tick)		
Emergency Contact Details	Name:	Phone 1:	
	Email Address:		Relation to you:
Event Details (Charge - £7.50 per hour)	Description of Event:		
	Date:	Time: (to include setting up and packing down time)	
Alcohol consumption (Please refer to the Watchet Community Centre Conditions of Hire & User guide for full information)	Will alcohol be consumed at the event? (Please circle)		Yes / No
	If Yes; will you be charging for drinks at your event? (Please circle)		Yes / No
	Have you arranged for a steward with a Door Supervisor qualification to attend you event? (Please circle)		Yes / No
Soft Play Equipment required? (please circle) (Charge - £5.00 per booking)		Yes / No	
How Many Attendees?			
Heating If heating is required please be aware that the centre operates a £1 coin operated meter. It is charged at £1 per hour			
Hirer (print):		Committee Clerk (print):	
Signed:		Signed:	
Date:		Date:	
By signing this booking form I give my consent for the details that I have provided to be stored physically and digitally and to be used by the Officers, Members and agents of Watchet Town Council for the purposes of providing this service. The Council's General Privacy Notice confirms how we handle personal data and can be requested from the Council office or the Council's webpage www.watchettowncouncil.org			
FOR OFFICE USE			
Invoice & Confirmation letter Sent <input type="checkbox"/>		Open/Close Arranged <input type="checkbox"/>	
Entered into Facility Application <input type="checkbox"/>		Key deposit paid <input type="checkbox"/> Hall deposit paid <input type="checkbox"/>	