

**West Hendred Village Hall Booking Form & Hiring Agreement: Charity No: 300095**

This agreement is made between the **Village Hall Committee** and **the Hirer** to permit the Hirer to use the premises under the Terms & Conditions set by the Committee which are available on the website.

The Village Hall is in a Noise Sensitive area. The T&C reflect the noise sensitivity of its location. The Hirer must respect the rights and needs of local residents by ensuring the Hirer and guests leave the Hall area quietly. The Hirer must not play music with Hall windows or doors open.

The Hall is not licensed for the sale of alcohol, live performances or the playing of copyrighted music and separate licenses must be obtained from the Vale of White Horse District Council and PRS, and given to the authorized representative prior to hiring. Further restrictions may apply.

Please let us know in advance if you need use of the cash safe or outdoor sockets.

Date(s) required: .....

(If several days please give dates from/and to)

Time from            To

(This should include all time needed for preparation and clearing up)

Purpose of Hiring: .....

Agree Fee £            Amount of Damage Deposit £

*(The damage deposit cheque will not be cashed and will be returned or destroyed within 14 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents nor complaints made to the Village Hall Committee about noise or other disturbance during the period of the hiring as a result of the hiring.)*

Please make cheques payable to "**West Hendred Village Hall**"

I agree to the **Terms and Conditions** and the Hire Fee.

Signature of **Hirer**: .....

Your privacy is important to us, and we want to communicate with hirers in a way which has their consent, and which is in line with UK law on data protection. As a result of a change in UK law, we now need your consent to how we contact you. Please fill in the contact details you want us to use to communicate with you:

Name \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

By signing this form you are confirming that you are consenting to West Hendred Village Hall holding and processing your personal data for hiring the village hall (please tick the boxes where you grant consent):-

I consent to the West Hendred Village Hall contacting me by **or** post **or** phone or email.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

You can grant consent to all the purposes; one of the purposes or none of the purposes. Where you do not grant consent we will not be able to use your personal data ; except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm. You can find out more about how we use your data from our "Privacy Notice" which is available from our website . You can withdraw or change your consent at any time by contacting the Bookings team on to [villagehallbookings@westhendred.net](mailto:villagehallbookings@westhendred.net) . Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.

For online payment:

TSB

West Hendred Village Hall

30:99:11

00750593

[whvhbookings@gmail.com](mailto:whvhbookings@gmail.com)

---