

**Mileham Village Hall (Registered Charity Number: 304011)
Booking Form v1.3**

Name of Hirer	
Organisation (if applicable)	
Address	E Mail
	Contact telephone number
Date(s) and time(s) of hire (must include sufficient time to set up and clear away)	
Purpose of hire	
Estimated number of attendees (Maximum 95, or 90 if seated at tables)	
Adults	Children (under 18)
Special arrangements required (if any)	
The Hirer confirms that s/he has read and understood the Mileham Village Hall Hire Agreement and associated documents and that by signing this form s/he fully agrees to the terms and conditions applicable at the time of use. The Hirer also confirms that they accept how their personal data will be stored and used, as detailed overleaf.	
Signature of Hirer	
Date	
Mileham Village Hall Management Committee agrees to permit the Hirer, on full payment of the fees, to use the hall solely for the purpose(s) specified, on the date(s) and time(s) stated above. Payment to be made as agreed with the Booking Secretary.	
Total fee payable	
Booking Secretary signature	
Name	
Date	

Please return the completed form to either the Mileham Village Shop or to
Nancy Krois, 2 Litchfield Cottages, Rattle Row, Mileham, PE32 2PY
Nancy.Krois@phoncoop.coop 0300 0200 650

Data Protection Information

In order to provide services we need to keep records about our customers. We keep your personal information securely in line with the Data Protection Act 1998 and the General Data Protection Regulations 2018.

We treat your personal information in the strictest confidence. Your information is only available to Committee members and authorised volunteers, and will not be released outside this group unless we are legally required to do so.

We record your name, organisation, address, telephone number(s) and e-mail address, as well as information about your hiring of the village hall (e.g. numbers in attendance, special requirements, hire fees and payment etc.)

We may use your details to contact you about any aspect of your hiring activities in relation to the village hall.

Your information that you have supplied on this form will be kept on file as part of the village hall records for seven years for legal purposes, after which the booking form will be destroyed. You can ask to see what information is held about you and ask for any details that are incorrect to be put right.

If you wish to know what information is held about you, please contact the Booking Secretary, details overleaf.