

Booking Officer:- Sarah Nguyen – 10 The Ridgeway, Flitwick, Beds, MK45 1DH
 Telephone Number:- 01525 713273
 Email:- flitwickvillagehallbookings@gmail.com
 Name of Applicant _____
 Address _____
 Telephone number _____
 Email address _____
 Organisation _____

If you would like to advertise your event or group on our website please contact flitwickvillagehallbookings@gmail.com

If you would like to share your event with the community upload the details for free at: <https://www.flitwick.gov.uk/whats-on/calendar-of-events/upload-an-event/>

PLEASE ENTER YOUR REQUIREMENTS

Date required	Hours required From-To	Main Hall	Dining Room	Rear Conference Room	Purpose of hiring	Hire charge
Do you require use of the kitchen? YES/NO Do you require use of the stage? YES/NO Do you intend to have a Licensed bar to sell alcohol? YES/NO If 'yes' then the hirer needs to apply for a 'Temporary events notice' (TEN) See 'Terms and conditions' Section 7A for further information						

Chairs and Tables	Number of CHAIRS	Number of TABLES
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I acknowledge the conditions of hiring have been produced to and read by me and I understand that the hirer is bound by the conditions and, in particular, is responsible for any loss or damage which may occur during hiring.

You currently have a provisional booking. To confirm please sign, date and return with payment within 14 days or the provisional booking will be cancelled.

Signed _____ Date _____





Dunstable Road,
Flitwick,
Beds
Mk451HP

DATA PROTECTION SIGN OFF

FLITWICK VILLAGE HALL

Data Protection Act: Hirers Consent form

Permission to store and process your data

To comply with the Data Protection Act (1998) we must ask your permission to store and process your personal and sensitive data.

What is personal and sensitive data?

Personal data is data which can be used to identify you. This may include your name, date of birth, address, telephone number, email address, photo's, social media etc.

How will we use this data?

Your data will only be used for the purpose of providing information for Flitwick Village Hall Management Committee. We will not share your personal data with any third party.

We will only ever share your information with your permission, for the purposes we have stated (unless required to do so by law).

Name_____ -

Address_____

Phone_____

Email_____

Date_____

Data Protection sign off

Signature _____

