

# COVENHAM PARISH COUNCIL

## BOOKING FORM FOR PARISH ROOMS

**1. This agreement is made between the Covenham Parish Council (CPC) by the authorised representative:**

**Name** .....

**Position** .....

**2. and the Hirer Organisation** .....

**Authorised representative** .....

**Address** .....

.....

**Telephone Number** .....

**3. Purpose of hire** .....

**4. Date of hire** ..... (day) ..... (month) 202.....

**5. Between the hours of** ..... **and** .....

**6. Cost of hire** (number of hours x appropriate fee below) £.....

<b>For private/commercial use:</b> £8 per hour	<b>For voluntary and community groups:</b> £5 per hour
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**Please ✓ that you accept these terms.**

You consent for the Parish Council to hold the personal information you give on this form for records purposes which complies with the General Data Protection Regulations Act. Your details will NOT be shared with a third party. You may request its amendment or deletion at any time.

I have read the terms and conditions for the use of the Parish Rooms including Health and Safety and Safeguarding policies and agree to make any additional payment which may be necessary in connection with the obligations contained therein.

Signed .....Date .....

Hirer:(Please print full name) .....  
As authorised representative for and on behalf of the stated organisation.

For and on behalf of Covenham Parish Council

Signed .....Date .....