



Hire Agreement and Conditions for the Hire of Edlesborough Memorial Hall

Date of Agreement:

PARTIES(1) Edlesborough Parish Council (The Council)

(2) The person / organisation named below (The Hirer)

AGREED as follows:

In consideration of the hire fee THE COUNCIL agrees to permit the Hirer to use the premises for the purposes and for the periods set out below:

Period of Hiring:

Date(s):	
Time required:	
Hiring Fee:	

Security Deposit: £50.00 TO BE PAID BY CASH/Bank Transfer enclosed Yes/No

(Returnable subject to the Conditions of Hire set out below)

The Hiring Fee: **may be paid by cash or direct payment** Barclays Bank PLC, Account No: 60828882, Sort Code: 20-53-97, Account Name: Edlesborough Parish Council. Please ensure payment is clearly labelled.

The Hiring fee and security deposit both payable prior to commencement of hire period.

Booking will only be confirmed and secured once the deposit and payment has been received.

Name of Authorised Council Representative	Miss Penny Pataky
Address:	15 Summerleys, Edlesborough, Beds, LU6 2HR
Telephone number:	01525 229358
Email:	manager@edlesborough-pc.gov.uk

Name of Hirer (must be 18 yrs. of age or over):	
Address:	
Home Number:	
Mobile Number:	
Email: This will be used to confirm booking & receipt of payment, as well as giving arrangements for collecting & returning the Hall keys	
Premises:	Edlesborough Memorial Hall
Purpose of Hiring: (Give details)	
Please notify when hiring if Music or Films are to be used:	
Please notify if you will be using an inflatable such as a bouncy castle or any other play equipment.	Dimensions of inflatable: Signature of Hirer:
Signed on behalf of the Council:	
Signature of Hirer:	

Please ensure you provide bank details for the return of the deposit.

Bank details:	Account Name:	Account No:	Sort Code:
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Security Deposit Return (to be completed by Hall Manager upon return of deposit):

Amount Cash or Direct Transfer (delete as appropriate):	
Signed:	
Print Name:	
Date:	



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CONDITIONS OF HIRE

- I agree to pay the total booking fee for any cancellation made within fourteen days of the date of hire. If I cancel the booking between fourteen and twenty-eight days of the date of hire, I agree to pay a charge of 50% of the total booking fee.
- I agree to pay in full for any damage to the structure, furniture, equipment or decorations of Edlesborough Memorial Hall and grounds resulting from the hire of the Hall by me on the date shown on the Booking Form.
- I agree to place all rubbish and litter in the large green bin outside the hall and to leave the Hall and grounds in a clean and fit condition **to the satisfaction of the next user** & to the satisfaction of Edlesborough Parish Council (EPC), and that any labour used for any required cleaning of the Hall and grounds, or for the removal of rubbish on my behalf, will be charged to me at £25.00 per hour.
- I am aware that the Fire Regulations restrict the capacity of the Hall to a maximum of 80 people.
- I accept that, in the event of the Hall, or any part thereof, being rendered unfit for the use for which it has been hired, EPC will not be liable for any resulting loss or damage whatsoever. (If the Hall is unusable, all Hiring Fees would, of course, be refunded in full).
- I accept that I am hiring the Hall as a non-smoking venue.
- I understand that, alcoholic beverages may be consumed on the premises, and that should they be offered for sale I am responsible for obtaining such licences as may be needed and will supply a copy of the licence to the Manager 5 days prior to the event.
- I accept that I am responsible for ensuring that everyone on the premises, at any time during the hire period, complies with all applicable legislation, including The Children Act 1989, The Protection of Children Act 1999 and The Care Standards Act 2000. (Details of these Acts can be read at, or downloaded from www.opsi.gov.uk).
- If I am using the Hall for commercial purposes, I undertake to arrange my own Public Liability & Personal Accident Insurance. (Use by any non-profit making organisation or person shall not be regarded as use for commercial purposes).
- If I am using an 'Indoor Bouncy Castle' in the Hall, I understand that I must arrange my own Public Liability & Personal Accident Insurance and **that the Council accepts no responsibility for any accident or injury resulting from the use of an inflatable such as a bouncy castle or any other play equipment.**
- I have read, understood and agree to follow the **Helpful Notes for Hirers & Useful Information** – in particular those relating to Health & Safety.
- I confirm that I am over 18 years of age and that I am legally responsible for this Undertaking.



Hire Agreement and Conditions for the Hire of Edlesborough Memorial Hall

Hirers Privacy Notice & Consent to Hold Contact Information

When you hire the Edlesborough Memorial Hall or hold an event on the Edlesborough Village Green, the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information, send invoices and receipts relating to your hire agreement. Your personal information will not be shared with any third party without your prior consent.

When you contact us

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

The Councils Right to Process Information

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject or

Processing is necessary for compliance with a legal obligation or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Information Security

Edlesborough Parish Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You may request the deletion of your data held by Edlesborough Parish Council at any time).

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: The Clerk to Edlesborough Parish Council on clerk@edlesborough-pc.gov.uk or 01525229358

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: The Clerk to Edlesborough Parish Council on clerk@edlesborough-pc.gov.uk or 01525229358 to request this.

Information Deletion

If you wish Edlesborough Parish Council to delete the information about you please contact: The Clerk to Edlesborough Parish Council on clerk@edlesborough-pc.gov.uk or 01525229358 to request this.

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact The Clerk to Edlesborough Parish Council on clerk@edlesborough-pc.gov.uk or 01525229358 to object.

Rights Related to Automated Decision Making and Profiling

Edlesborough Parish Council does not use any form of automated decision making or the profiling of individual personal data.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Edlesborough Parish Council Data Information Officer: The Clerk to Edlesborough Parish Council on clerk@edlesborough-pc.gov.uk or 01525229358 and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

Summary: In accordance with the law, only collect a limited amount of information about you that is necessary for correspondence, information and service provision Edlesborough Parish Council do not use profiling, we do not sell or pass your data to third parties. Edlesborough Parish Council do not use your data for purposes other than those specified. Edlesborough Parish Council make sure your data is stored securely. Edlesborough Parish Council delete all information deemed to be no longer necessary. Edlesborough Parish Council constantly review our Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time).

Please sign and date below to confirm the following:

- I agree that I have read and understand Edlesborough Parish Council Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me.
- I agree that Edlesborough Parish Council can keep my contact information data for an undisclosed time or until I request its removal.
- I have the right to request modification on the information that you keep on record.
- I have the right to withdraw my consent and request that my details are removed from your database.

Sign:	Date:
Print name:	