

General Data Protection Regulations Hall Hire Consent to hold Contact Information

I agree that I have read and understand Edenbridge Town Council's [Privacy Notice](#). I agree by signing the consent box below that the Council may process my personal information for providing information and corresponding with me.

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 I am removed from your database.

I agree that Edenbridge Town Council can keep my contact information data for an undisclosed time or until I request its removal. (Hirer's details are usually discarded after one-year.)

I understand I have the right to request modification on the information that you keep on record.

I understand I have the right to withdraw my consent and request that I am removed from your database.

Name			
Date of birth if under 18			
Parental/Guardian Consent for any data processing activity	Name	Contact number	Signature
Address			
Contact telephone number:			
Email			
Signature			
Date			

**HIRING AGREEMENT
RICKARDS HALL**

Doggetts Barn, 72A High Street, Edenbridge, Kent TN8 5AR
Telephone: 01732 865368 / information@edenbridgetowncouncil.gov.uk

This agreement is made between the Edenbridge Town Council (2) below, and the Hirer (3), whereby, in consideration of the sum stated below (4), the Council agrees to permit the Hirer to use the premises (5) for the purpose (6) and for the period(s) described below (1):

1. Date(s) required		
Time(s)	TO:	FROM:

- 2. Edenbridge Town Council**, Doggetts Barn, 72a High Street, Edenbridge, TN8 5AR
Tel: 01732 865368 email: information@edenbridgetowncouncil.gov.uk

3. Hirer

Name:	
Organisation:	
Name of organisation's authorised representative:	
Address:	
Contact telephone number/s:	
Email:	

4. Hiring Fee

4.1 Hire Fee

£

(Note: **Payment must be made one full month before the booking**; in the event that payment has not been received, Edenbridge Town Council reserves the right to cancel.)

Payment to be made upon receipt of an invoice.

Payments can be made by BACS, debit/credit card in person in the office, or cash.

4.2 Hirer's Deposit

Deposit

£100.00

(Note: Deposit can be paid by cash, cheque or BACS. Providing no loss or damage has occurred during the period of hiring this will be returned to you; or if a cheque this will be destroyed. *If you wish to have the cheque returned, please enclose a stamped addressed envelope.*) Deposit payment can be made by a holding cheque, cash, bacs only.

5. Premises (please tick as appropriate)

Rickards Hall

Use of Kitchen

Use of Crockery/Cutlery

Visual Display/meeting facilities *an additional charge will be made for this*

6. Purpose of Hiring

--

This will be a private/public event (delete as appropriate). Commercial use YES/NO

7. Licenses - See item 3 (Approvals) in the Standard Conditions of Hire

It is the hirer's responsibility to obtain the appropriate licenses. A copy would need to be provided before the event. A Temporary Event Notice (TENs) is required before alcohol can be sold on the premises and/or is live music or a performance is to take place. Application forms can be obtained from the Licensing Partnership, Sevenoaks District Council, PO Box 182, Argyle Road, Sevenoaks, Kent TN13 1GP (Tel. 01732 227000). For information on TENs visit the [.gov.uk](http://www.gov.uk) website for its fact sheet.

Activity(ies) (please specify)	
Music:	
Performance:	
Alcohol sale:	ETC permission give: Y/N TENs License applied for: Y/N
Other:	

8. Will your event require music YES/NO

If yes, and you are charging for the event, it is the Hirer's responsibility to ensure all necessary licenses are in place

9. Have you indicated at 7, that alcohol will be available at your event? Yes/No

If you answer yes to the above question, you will need to seek permission in writing from Edenbridge Town Council, and hold the appropriate TENs license

10. The hirer agrees not to exceed the maximum permitted number of people including the organisers/performers - see item 5 in the Standard Conditions of Hire

Insert the number of expected attendees:

--

11. THE HIRER AGREES

- (a) The attached Standard Conditions of Hire shall form part of the terms of the Hiring Agreement unless specifically excluded.

- (b) To be present during the hiring and to perform the provisions and stipulations contained in the Council's Standard Conditions of Hire being in force at the time (an understanding of which the Hirer acknowledges).

- (c) The HIRER must appoint a 'Responsible Person' for fire safety (named below). They must be given the enclosed Fire Action plan; remain on the premises and ensure the fire exits are unlocked and not blocked during the hire period; and in the event of a fire (however small) call the Fire Brigade and ensure the building is evacuated in accordance with the plan – having in place an evacuation procedure to assist any disabled people to exit the Hall.

- (d) The HIRER shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-hire the premises. The HIRER will ensure that all current legislation is complied with and not allow any activity that would render invalid any insurance policies in respect of the Hall.

I agree to abide by the Conditions outlined in this Hiring Agreement.

Name of appointed 'RESPONSIBLE PERSON' for fire safety _____

I declare the information given in this agreement is correct and I acknowledge that any misrepresentation will invalidate the agreement. By signing, you have also agreed to the following:

- That you have read and understood your obligations under Edenbridge Town Council's Risk Assessment.
- The information collected on this form, by Edenbridge Town Council, will be used to process your application. Edenbridge Town Council is the Data Controller for the purpose of the General Data Protection Regulation 2018 (GDPR). *As outlined on the covering page*
- By signing this document you are confirming that you have read the Town Council's [privacy notice](#) and agree for us to process your personal data.

Signed by the person named in paragraph 3 of the Hiring Agreement (as, or on behalf of, the HIRER where applicable).

Signed: _____

Date: _____

For office use only:

	Date	Officer Initials
Booking availability confirmed:		
Booking details checked:		
Booking on bookings diary:		
Deposit received:		
Full payment received:		
Risk Assessment received:		
Licenses if applicable:		
Other:		
Keys issued:		