Callington Town Council

New Road, Callington, Cornwall, PL17 7BD
Tel: 01579 384039 Email: bookings@callington-tc.gov.uk

Agreement to Hire the Town Hall Premises

Hirer's Name:			
Organisation/Company:			
Address:			
		Post Code:	
Tel No:		**Mobile:**	
Email:			
Date(s) of Booking:			
Hire Times:		**Start time of Event:**	
Please describe your event and give it a title:			

Rooms Required: (please tick)		
Town Hall ☐	Council Chamber ☐ Portreeve Parlour ☐	Committee Room ☐
Lounge Bar ☐	Kitchen Light Use (Tea/coffee only) ☐	Kitchen Heavy Use (includes meal crockery, cutlery oven use and equipment) ☐
How would you like the room(s) laid out?		

Facilities Required: (please tick)			
Stage ☐	Projector/Screen ☐	PA System ☐	Chairs (number required) ☐
Tables (Rectangular) (number required) ☐	Tables (Round) (Number required) ☐	A hire charge of £15.00 are made for Round Tables. Table cloths can be hired for £40.00. Please tick here if you require table cloths ☐	
Is a Caterer being employed?	**Yes/No**		
Name and address of Caterer:			
Will you be selling goods?	**Yes/No**		
Certain goods must not be sold on the premises without our consent. Please state items to be sold.			

Will Alcohol be served at your event? Yes/No. If yes, A TENS license may be required to serve and/or sell alcohol on the premises. You can arrange your own TENS license (please supply a copy of this prior to your event) or for a £15.00 fee be added to our license. Please indicate how you wish to proceed by ticking the appropriate box:-
Add to our license ☐ Supplying your own license ☐
You are also required to read, sign (section A) and return the "Hirers Agreement – Use of the premises for the sale of alcohol" form which is enclosed. Section B must be completed prior to the sale of any alcohol.

Do you have your own Public Liability Insurance? Yes/No
A £5 insurance charge will be added to all bookings where an insurance certificate is not supplied.

Responsible Person: The name, address and contact details of a responsible person (if different from the hirer's name above) is required. This person must be present throughout the event and will oversee all aspects of the event.	

Application is made for use of Callington Town Hall. I confirm that I have received and read a copy of the Terms and Conditions of Hire and for paying the hire. I am over 18 years of age.

Signed:	**Date:**
Deposit	

A deposit of 50% of the total fee due is required before a reservation can be confirmed. The balance is due two weeks prior to the event. Reservations are provisionally agreed but could be re-let if the completed application form and deposit are not returned by the due date. Established hirers will be invoiced after the event. A security deposit maybe requested for larger events.

Privacy Notice for Booking the Town Hall Premises

Callington Town Council is the Data Controller under the new data protection law and will use the information you provide on this form in order to contact you about your application to book the Town Hall.

The legal basis for processing this data is to enable the Council to process the contract. If you include any personal details on this application on behalf of an organisation or group, the legal basis for processing this data is your consent to do so. You can withdraw your consent at any time by notifying us. Our contact details to do so, or for any other queries, is The Town Hall, New Road, Callington PL17 7BD.

We will keep your data for six years plus the current financial year, which runs from 1st April to 31st March. Your information will not be shared further.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office https://ico.org.uk/

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at https://callington-tc.gov.uk/

Please confirm your consent below. You can grant consent to any or all of the purposes listed. You can withdraw or change your consent at any time.

☐ We may contact you to keep you informed about what is going on in the Council's area including news, events, meetings and activities. These communications may also sometimes appear on our website, or in printed or electronic form including social media.

☐ We may use your name and photo in our newsletters, or on our website, or our Facebook page.

KEEPING IN TOUCH

☐ Yes please, I would like to receive communications by email.

☐ Yes please, I would like to receive communications by telephone.

☐ Yes please, I would like to receive communications by mobile phone including text message.

☐ Yes please, I would like to receive communications by social media including Facebook.

☐ Yes please, I would like to receive communications by post.