

BOOKING FORM

General booking form 2024



Mill Lane
Wickham PO17 5AL

Tel: 01329 833688

Email: contact@wickhamcentre.co.uk
www.wickhamcommunitycentre.org.uk

Please complete all relevant parts of the form
and return to the office

Section 1 - Hirer Details

Club/ organisation/ individual :

Name of hirer :

Full Address:

Postcode:

Tel No Daytime : Alternative:

E-Mail:

Section 2 - Booking Details

Room Name :

(Please use a separate form for each different room you wish to book)

Reason for hire :

One-off Booking

Date: Time: **From:** **To:**

Block Booking

Please complete details below, allowing for any holiday breaks. If booking more than one regular day please complete a separate booking form.

Date	Times	Date	Times
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Exception Dates:

Number of attendees :

Please tell us what equipment you require (some will incur an additional charge):

Flipchart: _____

Projector and screen (£10 charge): _____

Staging (£20): _____

Tables (number and style): _____ (please state if boardroom, theatre, cabaret, etc.)

Chairs (number and style) _____

Section 3 - Insurance

Public Liability Insurance cover is required by all clubs, organisations and individuals who may, by their actions or omissions, cause others harm whilst in the building.

Please refer to conditions of let, Section 1.5 for more information. If your booking involves coaching/ teaching/ instruction or equivalent you must submit your insurance certificate.

If you are unsure if your booking requires insurance please contact your insurance company.

Section 4 - Declaration

I agree to be bound by the Conditions of Hire Charges Schedule issued to me.

Data Protection Act

The information provided by you on this form, will only be used for the purposes of the booking. We are committed to complying with the General Data Protection Regulation and the Data Protection Act 2018. For further information on how we process personal data, please see our privacy policy available on our website.

Declaration: I authorise the use of my personal information for the above stated purpose.

Signed:
(must be over 18 yrs)

Date:

Our Data Promise

Wickham Community Centre takes your privacy seriously. We collect personal data when you book with us and will only use your personal data to administer your booking or provide important information.

However, from time to time we would like to contact you with information about the centre - events, classes, etc. If you agree to be contacted by Wickham Community Centre in this way, please tick the relevant boxes:

Post Email Phone SMS Social

We promise that we will never share your details for marketing purposes with any third parties. For more information explaining how we use your information please see our privacy policy available on our website.

Please return completed forms to contact@wickhamcentre.co.uk