Henllys Village Hall Booking Form – REGULAR HIRERS

www.henllysvillagehall.wales

Ref number:

BOOKING DETAILS

1.	**Title of Organisation:** (if applicable)	
2.	**Name and Address of Hirer:** **Must be 21 years of age or over (25 years of age or over when a bar is requested).**	
3.	**Telephone Number:** **Email ~~address~~:**	
4.	**Type of Event:**	
5.	**Dates Required:** (all dates may not be available)	**Please complete additional sheet provided.**
6.	**Times Required:**	**From:** **To:** **Hours: Office use only**
7.	**Facilities Required:** (Please tick)	**Main Hall** ☐ **Meeting Room:** ☐
8.	**Additional Information**	**Approximate numbers attending** ☐ **Age Group** (Please tick) **Under 16** ☐ **16-25** ☐ **25-60** ☐ **over 60** ☐
9.	**Hire Charges:** **Per hour (or part thereof)** **Main Room** - before 6pm £10 after 6pm £12.50 **Meeting Room** before 6pm £5 after 6pm £6	**Payment is monthly in advance.** Please specify your preferred method of payment : Bank transfer, standing order, cheque or cash **Office use only**
10.	**Please return the completed booking form to:**	The Hall Supervisor Henllys Village Hall Henllys Village Road Henllys, Cwmbran NP44 6JZ

I have read and understood the Conditions of Hire and the Covid 19 Special conditions of Hire and can confirm that the person/organisation who is applying accepts them.

NAME (Please print) ……...

SIGNED ……..…. DATE …….

General Data Protection Regulations (GDPR)
Your contact details will be securely stored for a limited time and used for the sole purpose of the management of bookings. The lawful basis for processing this data is – necessary for a contract between us.
Further information may be found on our Privacy Notice which is on our website and on the notice board in the hall foyer.