



## LAVANT MEMORIAL HALL BOOKING REQUEST FORM

*This form is in two parts. You **must** complete part A. You should **only** complete part B if you are unable to deal with us by email and/or prefer to deal with us by post*

**PART A: Please complete this section to provide us with your contact details and a description of the booking(s) you wish to make.**

1 HIRER (a) Organisation \_\_\_\_\_

(b) Representative authorised for the Hire or Private Booker

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Tel. No. \_\_\_\_\_

Email \_\_\_\_\_

2. PURPOSE OF HIRE \_\_\_\_\_

3. FACILITIES – please tick

Main Hall  Green Room  Bleaches Room

Crockery, Cutlery & Glasses  Wine glasses only

Toys  Skittle Alley

4. PERIOD OF HIRING: DATES \_\_\_\_\_

\_\_\_\_\_

HOURS: from \_\_\_\_\_ to \_\_\_\_\_

*a schedule if there is insufficient space above.*

*Please attach*

**PART B: Please ONLY complete this section if you have no email address, or access to the internet, or if you wish to deal with us by post.**

## Hiring & Privacy Agreement

When your booking is confirmed you enter into a formal hire contract (this Agreement) governed by our Standard Conditions and Special Conditions of Hire (the Conditions), which you must accept. These are available to view and download at: <https://www.lavantmemorialhall.org.uk/make-bookings/> or will have been sent with this form by the Booking Secretary.

This Agreement is between You (The Hirer) and Lavant Memorial Hall, registered charity number 305390/1 (LMH, We, Us) acting by its Management Committee. Unless otherwise agreed in writing, this Agreement and associated Conditions shall apply to all bookings henceforth acknowledged to you by LMH and recorded on our booking system against your ID. You can view your bookings on the Hall online diary, or if you wish, be supplied with a list of your bookings on request to the Booking Secretary. We will notify you of any changes to the Conditions and ask you to confirm your acceptance. If you do not do so we will not be able to confirm your booking(s)

Where you are asked to tell us something under this Agreement you should advise the Booking Secretary in the first instance.

None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

LMH hereby agrees to permit your booking(s) in consideration of the hire fee(s)

I confirm that I have read and will abide by the terms of this Agreement and Conditions

I confirm that I am not under 18 years of age

Your booking will appear on the Hall Diary, which can be viewed by the public on our website and you must choose below what details are displayed publicly on the diary.

Please choose your privacy setting (tick one)

PRIVATE; "Private Event" will be displayed, but no event or contact details

PUBLIC-CONTACT DETAILS HIDDEN; Event title and description shown, but no contact details

PUBLIC; Event title, description and contact details all shown

WHAT HAPPENS NEXT?

On receipt of this request we will register you in our booking system, create a provisional booking and advise you the hiring fee and whether a deposit is required.

**If you have only completed Part A** we will also ask you to visit our website to enter into your HIRE AGREEMENT and accept our STANDARD CONDITIONS OF HIRE and SPECIAL CONDITIONS OF HIRE (if any) and choose your booking PRIVACY SETTINGS. This is a simple check-box process and does not require you to re-enter the details provided above. The Agreement will also apply to any further bookings you make with us. We will confirm your booking once we have your acceptance and any deposit has been received (i.e. cleared funds).

If you have provided an email address, we will correspond with you by email (our preferred approach) and this address will be your ID in our booking system. Otherwise we will correspond by post, but please note this may take a little longer.

**If you have also completed Part B** the Agreement and Privacy Settings will also apply to any further bookings you make with us and we will correspond with you by post.

SIGNED BY the person named in (1) above on behalf of the Organisation Named above or as a

Private Individual \_\_\_\_\_

Please now send this form either as an email attachment to: [bookingsecretary@lavantmemorialhall.org.uk](mailto:bookingsecretary@lavantmemorialhall.org.uk) or by post to:

The Booking Secretary, Lavant Memorial Hall, Pook Lane, East Lavant, Chichester, PO18 0AH

**Privacy Notice:** *Lavant Memorial Hall uses personal data for the purposes of managing hall bookings, finances and events, publicity, fundraising and for the upkeep and maintenance of the hall facilities. Personal data is also processed by trusted third-parties solely for the purposes of administering bookings. Personal data will be stored securely and will only be accessible on a need-to-know basis. Information will be stored for only as long as needed, or required by statute, and will be disposed of appropriately.*