

# ENSTONE PARISH HALL MANAGEMENT COMMITTEE

## HIRE AGREEMENT - (19 July 2021)

THIS AGREEMENT is made between ENSTONE PARISH HALL MANAGEMENT COMMITTEE and:

Name: .....

Address: .....

Contact Details: .....

*Covid 19 is still prevalent - Sensible precautions should be taken. Hand sanitisers, wipes, disinfectant and the NHS Test & Trace bar code have been left in position. Each group using the Hall should decide whether to use face coverings and it is advisable to wear them in confined spaces such as toilets, kitchens and corridors, small meeting rooms and at more crowded events.*

### REQUIREMENT:

PURPOSE OF HIRE: .....

PERIOD OF HIRE: - HOURS: ..... DATE: .....

HIRING FEE (Booking Manager will refer to this if necessary)  
£100 RETURNABLE DEPOSIT PAYABLE AT TIME OF BOOKING\*

BALANCE DUE £ (PAYABLE FIVE DAYS PRIOR TO THE EVENT)

*\*It is a condition of this agreement that the premises are left in a clean and tidy condition and glass waste is disposed of. The deposit will be used to offset cleaning costs if, after inspection, the condition is not met. This booking form must be completed and returned in advance or the booking cannot be confirmed.*

I have read and agree to the Enstone Parish Hall Conditions of Hire document, which forms part of this agreement.

Signature: .....

Date: .....

To confirm, please print and sign this agreement and return it together with your deposit (if requested) to the address below **within 7 days**: Bank details for payment are: **Enstone Parish Hall - Sort code: 20-03-84 - Account: 60022276** (Failure to do so will make the booking null and void). **Enstone Parish Hall, The Paddocks, Enstone, OX7 4AZ**

### PLEASE NOTE:

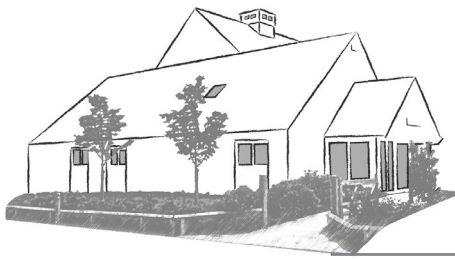
Enstone Parish Hall Management Committee reserve the right to refuse any booking not considered appropriate. Booking applications from a third party will only be considered following the production of a current utility bill as proof of identification. Photocopies not accepted. The Hall is **NOT** available for parties for 16 to 21 year olds.

### HIRE CHARGES:

**Parishioners:** Main Hall: £14.00 per hour Meeting Room: £10.00 per hour

**Non-Parishioners:** Main Hall: £18.00 per hour (regular users £16.20) Meeting Room: £12.00 per hour

(A 10% discount is given for booking 6 or more consecutive dates)



# ENSTONE PARISH HALL MANAGEMENT COMMITTEE

## PARISH HALL AUDIO VISUAL SYSTEM.

The Parish Hall has an Audio Visual system consisting of speakers, projectors, screens, controllers and hearing loop located in both the Litchfield Room and Main Hall.

The Litchfield Room function is for meetings therefore the AV equipment is free to use when booking this room.

The Main Hall AV equipment is an optional extra to the function of the hall and therefore an additional fee of £50 is required to hire this function. This is a professional quality AV system and can be used to play music from phone or laptop, show films or use available microphones for speech. There is sufficient connectivity for inputs from the devices mentioned and a blu-ray player for films. This provides an easily operated plug and play AV system with minimal set-up for parties, wedding receptions and film nights. A hearing loop is also installed.

An instruction leaflet and access to the control box is provided as part of the hire agreement.

I would like to hire the Main Hall AV Equipment at a hire fee of £50.00:

NAME: ..... SIGNATURE: ..... DATE: .....

## GENERAL DATA PROTECTION REGULATION (GDPR)

GDPR provides individuals with protection in how their personal data is used by organisations. The Information Commissioner’s Office (ICO) regulates Data Protection laws in the UK and has issued guidance stating that ‘advertising or marketing material’ includes any material, which promotes the aims and objectives of the organisation, not just promoting products or services.

The Enstone Parish Hall Management Committee (EPHMC) on behalf of Enstone Parish Hall keep personal data on those who hire the hall or meeting room. This data falls into two categories:

1. Short term hire (such as a one off party)
2. Long term hire (groups or individuals that hire the hall on a regular basis)

1. In order to raise funds for the Parish Hall we may communicate with those persons on our database, in both categories, in the form of a newsletter or leaflet informing them of an event or activity. This may be sent through the post, emailed or sent as an SMS. Under GDPR we have to ask for your consent - please tick the appropriate box below:

I give my consent to EPHMC to periodically send me fundraising or promotional material – YES  NO

NAME: ..... SIGNATURE: ..... DATE: .....

2. EPHMC use and store personal data from Category 2 groups or individuals to promote the interests or activities for which the Hall or Meeting Room has been hired, (a fitness class for instance). The promotion can take the form of a calendar entry, advert and blog on the EPHMC website, displaying the individual or groups name, telephone number, email address and webpage address. For those who would like the EPHMC to promote their activity we need your consent. Please tick the appropriate box below:

I give my consent to EPHMC to use my contact details in order to promote my activity – YES  NO

NAME: ..... SIGNATURE: ..... DATE: .....