

# ST STEPHEN PARISH COUNCIL

## Function Hire Agreement

This agreement is made on the date of signature between **St Stephen Parish Council** and the hirer (1a) permitting use of the room(s) (5b) on the date(s) (2) and times (6a) for the purpose (3) in consideration of the fees (7a), as described below.

### CONTACT DETAILS

**1a Name of Hirer/Organisation/Group** \_\_\_\_\_

**1b Authorised representative** \_\_\_\_\_  
(if applicable) \_\_\_\_\_

Address: \_\_\_\_\_

Postcode \_\_\_\_\_

Contact number \_\_\_\_\_

Email: \_\_\_\_\_

**BOOKING DETAILS** - Date of hire to be agreed with the Centres Manager prior to completion of this form

**2 Date of Hire** \_\_\_\_\_

**3 Purpose of Hiring** \_\_\_\_\_

**4 Numbers Attending** \_\_\_\_\_

**5a Venue** (delete as applicable)

Greenwood Park

Parish Centre

**5b Room(s) Hired** \_\_\_\_\_

**6a Hire Times**

(must include time for set up & breakdown by the hirer)

From \_\_\_\_\_

To \_\_\_\_\_

**6b Total Hours Hired** \_\_\_\_\_

@ £ \_\_\_\_\_

Per hour at published rate

**7a Total Hiring Fee** \_\_\_\_\_

(Inc VAT at standard rate where applicable)

**7b 25% deposit** \_\_\_\_\_

Non-refundable – required to secure booking

**7c Balance** \_\_\_\_\_

Payable 14 days before the event

**8 Damage Deposit** \_\_\_\_\_

Payable 14 days before the event

**£100** children's parties under 11yrs old. **£250** all other functions.  
Refundable, subject to conditions

THE HIRER agrees with St Stephen Parish Council to observe and perform the provisions and stipulations contained in or referred to in the '**Basic Conditions and Obligations of Hirers**' for the time being in force and displayed as required (an understanding of which the HIRER acknowledges) together with any special conditions imposed

**Signed by the Hirer (1a) or Authorised representative (1b)** \_\_\_\_\_

St Stephen Parish Council: \_\_\_\_\_

Dani Medlin  
Centres Manager

Date \_\_\_\_\_

Completed and signed form to be sent with 25% booking deposit to:

Centres Manager,  
Bookings Office, Greenwood Park Community Centre  
Tippendell Lane  
Chiswell Green, St Albans  
Herts, AL2 3HW

Email: [bookings@ststephenparishcouncil.gov.uk](mailto:bookings@ststephenparishcouncil.gov.uk)

Tel: 01727 874867

**Booking is confirmed on return of a countersigned copy.**

**Data Protection Act/General Data Protection Regulations 2018**

The personal data provided on this form will be used only in connection with the hire of facilities and for the Council to keep a record of the terms and conditions of the hire, to facilitate contact with you and for the payment of fees all of which is classified as personal data under the General Data Protection Regulations 2018. You have a number of rights in connection with the use of personal data for the above purposes:

- |                                                                             |                                                             |
|-----------------------------------------------------------------------------|-------------------------------------------------------------|
| 1. Right to be informed about the processing of your personal data          | 5. Right to restrict processing of your personal data       |
| 2. Right to rectification if your personal data is inaccurate or incomplete | 6. Right to data portability of your personal data          |
| 3. Right of access to your personal data                                    | 7. Right to object to the processing of your personal data. |
| 4. Right to be forgotten                                                    |                                                             |

You may consult the Parish Council's Privacy Statement on our website and you may let the Clerk know, in writing at any time if you wish to assert any of the above rights and in which case you will receive a response within 20 working days.

**OFFICE USE ONLY**

| Date                  | Invoice No | NETT      | VAT            | TOTAL         | Date payment rcvd | Payment Method |
|-----------------------|------------|-----------|----------------|---------------|-------------------|----------------|
|                       |            |           |                |               |                   |                |
| <b>DAMAGE DEPOSIT</b> |            |           |                |               |                   |                |
| AMOUNT                |            | DATE PAID | Payment Method | DATE RETURNED | Cash/ Cheque      |                |
|                       |            |           |                |               |                   |                |