

# ST STEPHEN PARISH COUNCIL

## Regular User 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) (2) on the date(s) (5) and times (6) for the purpose (3) in consideration of the fees (4), as described below.

### CONTACT DETAILS

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

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

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

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

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

Website \_\_\_\_\_

I agree / do not agree\* to group name and website / email / contact number\*  
 being included on the Parish Council website and promotional materials (\*delete as applicable)

### BOOKING DETAILS

**2 ROOM(S) HIRED** **Greenwood Park** Sports Hall / Orton Hall / Lounge / Pavilion  
(delete as applicable) **Parish Centre** Tennyson Hall / St Stephen Suite / Watling Room

**Please use a separate form for each room if the dates and/or times for each room are different**

**3 PURPOSE OF HIRING** \_\_\_\_\_

3(a) Numbers attending \_\_\_\_\_

3(b) Other (special conditions/equipment reqd) \_\_\_\_\_

**4 HIRING FEE** £                      Per hour    =    £                      Per session

(invoiced in advance; payable prior to first session; incl VAT where applicable)

### 5 DATES OF HIRING

| Month    | Dates | Month     | Dates |
|----------|-------|-----------|-------|
| January  |       | July      |       |
| February |       | August    |       |
| March    |       | September |       |
| April    |       | October   |       |
| May      |       | November  |       |
| June     |       | December  |       |

### 6 SESSION TIMES (including set-up and breakdown time)

| Day       | Time |    | Day      | Time |    |
|-----------|------|----|----------|------|----|
|           | From | To |          | From | To |
| Monday    |      |    | Friday   |      |    |
| Tuesday   |      |    | Saturday |      |    |
| Wednesday |      |    | Sunday   |      |    |
| Thursday  |      |    |          |      |    |

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 \_\_\_\_\_

and signed form to be sent 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
2. Right to rectification if your personal data is inaccurate or incomplete
3. Right of access to your personal data
4. Right to be forgotten
5. Right to restrict processing of your personal data
6. Right to data portability of your personal data
7. Right to object to the processing of your personal data.

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.

**FOR OFFICE USE ONLY**

| Date invoice issued | Invoice No | Amount | Payment Date | Method |
|---------------------|------------|--------|--------------|--------|
|                     |            |        |              |        |
|                     |            |        |              |        |
|                     |            |        |              |        |
|                     |            |        |              |        |



**ST STEPHEN PARISH COUNCIL**

Bricket Wood, Chiswell Green and Park Street

THE PARISH CENTRE, STATION ROAD, BRICKET WOOD,  
ST ALBANS, HERTS, AL2 3PJ

Web: [ststephenparishcouncil.gov.uk](http://ststephenparishcouncil.gov.uk)

VAT Registration No: 630 0563 81