

AGREEMENT FOR THE HIRE OF THE READING ROOM

Nature of Event: -----

Date of Event: -----

From (time): until (time):

Please remember to include setting up and clearing up in your hire times.

Hirer's Details

Name (block capitals)

Address:

Home Tel No:

Mobile No:

Email Address:

I have read and understood the Conditions of Use and Hire Agreement and I agree to abide by them.

I confirm I have paid the deposit of £..... by Bank Transfer (bank details below) and return the completed agreement to bookings.gyrr@gmail.com. Hire costs, to be paid by Bank Transfer for £..... and **must** be paid at least 1 week before the hire date

BANK ACCOUNT DETAILS:

Account Name: Great Yeldham Reading Room

Sort Code: 30-98-31

Account No.: 01205314

I further confirm that I will be present for the whole of the hire period and will be responsible for the good conduct of the event as set out in the Terms & Conditions (Page 1 Section 3).

Signed: (Hirer)

NB. After use, it is the hirers responsibility to ensure that -

- **ALL LIGHTS AND HEATERS IN THE HALL, KITCHEN AND TOILETS ARE TURNED OFF, ALL APPLIANCES ARE UNPLUGGED AND ALL WINDOWS ARE SHUT AND LOCKED.**

Failure to observe the above will incur extra charges, as set out in section 12 of the Conditions of Use and Hire Agreement

Please return this form to: bookings.gyrr@gmail.com or post to
Reading Room, High Street, Great Yeldham, Halstead, CO9 4ER
(Red Post Box next to entrance door)

**PLEASE CONTACT PHILIP ON 07950714383 FROM THE ABOVE ADDRESS TO ARRANGE
COLLECTION OF THE KEY PRIOR TO THE EVENT**

General Data Protection Regulation:

Great Yeldham Reading Room will gather personal information from this booking form when you hire the Reading Room/assets. We will ensure that the data you give us is processed in line with your rights under Data Protection legislation. When you sign up to book the hire of the Great Yeldham Reading Room/assets you are consenting to us processing your personal data in order to send you information about our services.