



MILLENNIUM HALL HIRE AGREEMENT

Thank you for booking the Millennium Hall in Purton. Please read the attached Conditions of Hire and return signed.

1 APPLICANT DETAILS		
NAME		
ADDRESS		
TELEPHONE NO		
EMAIL		
ORGANISATION <i>(If applicable)</i>		
2 PURPOSE OF HIRE <i>(Event/Business hire etc)</i>		
4 DATE OF HIRE	/ /	
TIME OF HIRE	From : To <i>(If more space required please add to reverse of form)</i>	
5 COST OF HIRE <i>(£50 deposit for function rate parties/dances/weddings required one week before in CASH for return after party if left as per conditions of hire)</i>	£..... <i>(Payable in advance with completed booking form in full)</i>	
6 BOUNCY CASTLE <i>(Supplied by the hirer)</i>	Chargeable fee of £10.50 (Residents) £11.00 (Non Residents) Received :/...../..... SEE CONDITIONS OF HIRE RE: LIABILITY	
I/We have read, accepted and signed the stated conditions of use		
Signed :..... Print Name :.....		
<u>FOR OFFICE USE ONLY</u>	Payment receipt no :	Date
BACS PAYMENT DETAILS Sort code : 30-98-41 Account no : 00224880 CHEQUES MADE PAYABLE TO Purton Parish Council	Amount Paid : Method of payment : CHQ/CASH/BACS Deposit received : YES/NO £.....	
BOOKING SYSTEM	Changed to Confirmed not Provisional	
	Print confirmation and send	
	Print invoice/enter payment	

GDPR May 2018 – All data collated will be used for the sole purpose of this hire and will be kept for the minimum period required to carry out the hire and the financial year it includes. After this period the data will be securely destroyed. Further information can be obtained from our offices.