



Hangstones Pavilion - Room Hire Booking Form

Stowey Road, Yatton BS49 4HS

Please return this form to

Yatton Parish Council, Hangstones Pavilion, Stowey Road, Yatton, Bristol BS49 4HS Tel. 01934 838971

Hirers Details

Name of Person / Organisation:

Address:

Telephone:

Mobile No:

Email Address:

Name of main contact for this booking:

secondary contact:

Booking Details

Day and Date:

Times: From:

To:

Number of Persons

Purpose of Hire (e.g. Meeting, Party)

Do you require Public Liability Insurance (10% of booking fee)?

Yes/No

Notes

You are not permitted to set up for your event on any other day than the day of your booking unless you have permission in advance.

Please leave the hall and kitchen clean and tidy for the next hirer, a brush, dustpan and brush and mop and bucket are in the kitchen. It is advisable that you bring your own tea towels.

PLEASE NOTE ALL HIRERS NEED TO ARRANGE TO COLLECT KEYS FROM THE PARISH OFFICE, KEYS WILL NOT BE ISSUED UNLESS A BOOKING FORM HAS BEEN RECEIVED.

All bookings are considered provisional until we receive a completed booking form.

We will issue an invoice to the organisation/person named above when you return the keys or immediately after hire. In the event that the hall is left in a condition that requires cleaning we will make an additional charge of £25.

I/We agree to Yatton Parish Council's conditions of hire.

Signed:

Date:



Yatton Parish Council

Hangstones Pavilion,
Stowey Road,
Yatton
Bristol
BS49 4HS
Tel: 01934 838971
Email: clerk@yatton-pc.gov.uk



OUR MISSION: To ensure the provision of high quality services in our communities of Yatton and Claverham

Privacy Notice

When you contact us

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

The Councils Right to Process Information

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject or

Processing is necessary for compliance with a legal obligation or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Information Security

Yatton Parish Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You may request the deletion of your data held by Yatton Parish Council at any time).

Children

We will not process any data relating to a child (under 13) without the express parental/guardian consent of the child concerned.

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Controller: The Parish Clerk, Hangstones Pavilion, Stowey Road, Yatton, BS49 4HS. Tel: 01934 838971 clerk@yatton-pc.gov.uk

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: The Parish Clerk, Hangstones Pavilion, Stowey Road, Yatton, BS49 4HS. Tel: 01934 838971 clerk@yatton-pc.gov.uk to request this.

Information Deletion

If you wish Yatton Parish Council to delete the information about you please contact: The Parish Clerk, Hangstones Pavilion, Stowey Road, Yatton, BS49 4HS. Tel: 01934 838971 clerk@yatton-pc.gov.uk to request this.

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact The Parish Clerk, Hangstones Pavilion, Stowey Road, Yatton, BS49 4HS. Tel: 01934 838971 clerk@yatton-pc.gov.uk to object.

Rights Related to Automated Decision Making and Profiling

Yatton Parish Council does not use any form of automated decision making or the profiling of individual personal data.

Conclusion: In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We review our Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time).

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to the Parish Clerk, Hangstones Pavilion, Stowey Road, Yatton, BS49 4HS. Tel: 01934 838971 clerk@yatton-pc.gov.uk and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113