



BOOKING FORM

PLEASE COMPLETE FULLY AND SIGN BEFORE RETURNING

Name			
Address (including postcode)			
Phone (mobile)		Phone (landline)	
Email Address			
Description of Event			
Name of band/disco, etc.			
Date(s) Required			
Estimated attendees			

Rooms Required:	Millennium Room	<input type="checkbox"/> (✓)
	Main Hall	<input type="checkbox"/> (✓)
	Millennium Room & Main Hall	<input type="checkbox"/> (✓)
Sessions Required:	Morning (9am – 1pm)	<input type="checkbox"/> (✓)
	Afternoon (1pm – 6pm)	<input type="checkbox"/> (✓)
	Evening (6pm – 12pm)	<input type="checkbox"/> (✓)
Facilities Required:	Kitchen: For Washing Up/Drinks only	<input type="checkbox"/> (✓)
	Kitchen: For Cooking	<input type="checkbox"/> (✓)
	Use of Playgroup Garden	<input type="checkbox"/> (✓)

Name			
Address (if different from above)			
Signed		Date	
I/we agree to be bound by the Conditions of Hire			

Please return this form to: Penny Toop, Crowlands, 9 North Road, Whittlesford, CB22 4NZ.
 E-mail: dj.toop@outlook.com Tel: 01223 835252. Caretaker: Beverley Arnold. Tel: 01223 835555.
 Cheques should be payable to "Whittlesford Memorial Hall"

Please see the next page for our privacy statement



PRIVACY STATEMENT

Whittlesford Memorial Hall uses personal data for the purposes of managing the Hall, its bookings and finances, running and marketing events at the Hall, staff employment and its fundraising activities. Data may be retained for up to 7 years for accounts purposes and for longer where required by the Hall's insurers. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact the Booking Clerk or Chairman or Secretary of the management committee. Your personal data will be stored securely and never shared with third parties.

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