

## Willingham Sports Pavilion and Recreation Ground Booking Form Single Booking – Community and Education

Name of hirer: \_\_\_\_\_

Address of hirer \_\_\_\_\_

Post code \_\_\_\_\_ Tel \_\_\_\_\_ Mob \_\_\_\_\_

Date of hire \_\_\_\_\_

\*Start time \_\_\_\_\_

\*End time \_\_\_\_\_

**\*NB** The *Start Time* and *End Time* should respectively begin and end with the times needed for **setting up** and **clearing away**

### HOURLY RATES THAT APPLY

### Total

Recreation Ground (part of)	hours @ £6.00/hour	_____
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Pavilion	hours @ £12.00/hour	_____
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Recreation Ground & Pavilion	hours @ £18.00/hour	_____
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Full use of the Recreation Ground – charge to be agreed by the Parish Council Office.

### AGREEMENT

I (the Hirer) confirm that I have read and understood the Pavilion and Recreation Ground hire terms and conditions specified overleaf, and agree to be bound by them.

Consent: I agree that I have read and understood Willingham Parish Council's Privacy Notice. I agree by signing the consent box below that the Council may process my personal information for providing information and corresponding with me.

I have the right to request modifications to the information that Willingham Parish Council keeps on record.

Name (printed) \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

Payment can be made by Cheque or bank transfer. Cheque should be made payable to Willingham Parish Council.  
Bank Account Details: Unity Bank, Account Name: Willingham Parish Council Account No: 20470364, Sort Code: 60-83-01  
Reference: Please use ref: \*Pav and name of hirer to allow us to record the payment against the correct booking\*

The Hirer also encloses a separate deposit cheque for £100 made payable to Willingham Parish Council to cover any damages, extra time and/or cleaning needed (see Terms and Conditions overleaf at points 3-5). This is destroyed after the event unless a claim is necessary, if there is any remainder, this shall be sent to the hirer.

Please contact the Parish Clerk if you wish to pay the deposit by bank transfer.

## **Willingham Pavilion and Recreation Ground: Hire terms and conditions**

For the purposes of these conditions, the term 'hirer' shall mean either an individual hirer, or where the hirer is an organisation, its authorised representative. The term 'Council' shall mean Willingham Parish Council. If the hirer is in any doubt as to the meaning of the following terms and conditions, the Parish Clerk should be contacted immediately.

1. The Pavilion is a NO SMOKING area.
2. It is the Hirer's responsibility to ensure they have all relevant insurances in place, and they must provide the Parish Clerk with copies of these insurances as they are issued.
3. The Hirer should only use the building and its facilities for the hire period. Extra time used outside the agreed hire period will result in the relevant charge being levied from the deposit.
4. The Hirer will be responsible for leaving the facilities and surrounds in a clean and tidy state as it was on the commencement of the hire. Any contents temporarily removed from their usual position shall be properly replaced and properly locked and secured unless directed otherwise. Should this not be the case then the Council shall be at liberty to levy an extra charge from the deposit for any cleaning/tidying incurred.
5. The Hirer will indemnify the Council against the cost of repair or necessary replacement for any damage caused to the Pavilion or its contents during the hire period. Where appropriate, the Council shall be at liberty to levy a charge from the deposit.
6. The Hirer shall not sub-hire the facilities nor use them for any unlawful purpose or in any unlawful way, nor bring anything into the facilities anything that might endanger them or render invalid the relevant insurance policies.
7. Alcoholic liquor may only be sold if the Hirer has acquired the necessary alcohol licence, a copy of which would need to be given to the Parish Office.
8. The Hirer will ensure that there is no contravention of the law relating to gaming betting and lotteries.
9. The Hirer is responsible, if preparing selling or serving food, ensure that they adhere to all relevant food health and hygiene legislation and regulations.
10. The Hirer will ensure that electrical appliances brought into the facilities shall be safe and in good working order and used safely and will comply with all relevant legislation and regulations.
11. The Council accepts no responsibility for the loss of or damage to any property brought into the Recreation Ground, Pavilion or its grounds.
12. The Council accepts no responsibility for any personal injury sustained in the Recreation Ground, Pavilion or its grounds. The Hirer will be responsible for providing adequate insurance cover.
13. The Hirer will ensure that the minimum amount of noise is made on arrival and departure.
14. The Hirer will ensure that no animals (except authorised disability assistant dogs) are brought onto the Recreation Ground, into the Pavilion or its grounds.
15. The hirer will ensure that any activities for children under the age of eighteen years comply with the provisions of The Protection of Children Act 1999 and the Safeguarding of Vulnerable Groups Act 2006 and that only fit and proper persons have access to the children.
16. In the event of the Pavilion being rendered unfit for use for the purpose for which it was hired, the Council shall not be liable to the Hirer for any resulting loss or damage whatsoever.
17. If the Hirer wishes to cancel the booking, then this must be done in writing. At least 14 days' notice is required for a full refund. Otherwise, a charge of 50% of the total cost will be made.

18. The Council reserves the right to refuse a booking without notice, or to cancel a booking agreement at any time without giving a reason, either before or during the term of the agreement upon giving seven days' notice in writing to the Hirer; and will arrange a full refund. The Council will not be liable to make any further payment to the Hirer and will not be liable for any subsequent losses resulting from this or any other cancellation on behalf of any third party involved in this booking.

**Name (Printed)** \_\_\_\_\_ **Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## **WILLINGHAM PARISH COUNCIL**

Parish Council Office  
Ploughman Hall  
West Fen Road  
Willingham  
Cambridge  
CB24 5LP

Email: [clerk@willinghamparishcouncil.gov.uk](mailto:clerk@willinghamparishcouncil.gov.uk)  
Website: [www.willinghamparishcouncil.gov.uk](http://www.willinghamparishcouncil.gov.uk)

## **Hirer Privacy Notice**

When you hire the Recreation Ground and/or Pavilion.

The information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information, send invoices and receipts relating to your hire agreement.

Your personal information will not be shared with any third party without your prior consent.

### **The Councils Right to Process Information**

GDPR Article 6 (1) (a) (b) and (c) (Data Protection Act 2018)

Processing is with the consent of the data subject

or

Processing is necessary for compliance with a legal obligation

or

Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract

### **Information Security**

Willingham Parish Council cares 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 relevant policies.

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.

### **Your Rights**

#### **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 Information Officer: [clerk@willinghamparishcouncil.gov.uk](mailto:clerk@willinghamparishcouncil.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: [clerk@willinghamparishcouncil.gov.uk](mailto:clerk@willinghamparishcouncil.gov.uk)

## **Information Deletion**

If you wish Willingham Parish Council to delete the information about you, please contact: [clerk@willinghamparishcouncil.gov.uk](mailto:clerk@willinghamparishcouncil.gov.uk)

## **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 [clerk@willinghamparishcouncil.gov.uk](mailto:clerk@willinghamparishcouncil.gov.uk)

## **Rights Related to Automated Decision Making and Profiling**

Willingham Parish Council does not use automated decision making or profiling of personal data.

## **To Sum Up**

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 constantly review our Privacy Policies to keep it up to date in protecting your data.

## **Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Willingham Parish Council Data Information Officer: [clerk@willinghamparishcouncil.gov.uk](mailto:clerk@willinghamparishcouncil.gov.uk) and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

