Gilwern Community Centre

BOOKING FORM

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| **Building required** | Gilwern Community CentreOperating hours until 01.00hrs |
| **Name of organisation (if applicable)** |  |
| Name of person responsible for booking |  |
| Address |  |
| Telephone number |  |
| Dates of booking |  |
| Times of booking | |  |  | | --- | --- | | From: | To: | |
| Booking fee | £ |
| Returnable deposit(if appropriate) | £ |

**TERMS OF BOOKING**

**Please note:** that the premises is a No Smoking venue.

1. The Centre does not have an alcohol premises licence
2. The Hirer **MUST** confirm the booking 10 DAYS before the hire date, and arrange to collect the key from the Council office.
3. Llanelly Community Council reserves the right to refuse any booking or cancel the event for non compliance with the terms of the premises licence.
4. The hirer shall ensure the numbers within the venue do not exceed the capacity for any particular event. The hirer shall also ensure they adhere to the operating hours and conditions, Llanelly Community Council premise licence states the maximum number of people permitted in the hall is 100, and the normal permitted hours are Monday to Sunday 9 a.m. to 00.30 hrs. Please abide by these conditions and keep the volume of music to an acceptable level.
5. The hire is responsible to ensure the emergency exists are kept clear at all times
6. The hirer agrees to abide by all polices of the hire including those relating to the consumption and sale of alcohol, prevention of public nuisance, and child and vulnerable adults protection.
7. The hirer accepts all the responsibility of risk against claims for damage, loss of property, or injury to persons resulting from the hirers use of the premises. Llanelly Community Council is insured against claims arising out of its own negligence, but not against claims against other users or hires of the community centre. Hirers should consider taking out their own insurance cover their liabilities.
8. The hirer shall ensure all rubbish is deposed off in the larger waste bins located to the rear of the building, and leave the tables and chairs in the same positions as you find them. Please clear any undue mess in hall, kitchen and toilets.
9. In the case of there being a booking the following morning, clearance is required on the night. Otherwise clearance is required by 9 a.m. the following day, but an extension may be permitted in the case of there being no bookings that day. Please clarify with the Hall Co-ordinator.
10. The hirer is responsible for any loss or damage incurred by any of their guests. Llanelly Community Council reserves the right to surcharge the hirer for any damage.
11. The hirer is responsible for the securing of the building by locking it and extinguishing all lights. All keys must be returned to the Hall Co-ordinator the following day.

**I/WE agree to the terms of booking**

**Signed:………………………………………**

**Print Name:......................................**

**Date:....................................................**

**Llanelly Community Council**

**GDPR CONSENT FORM**

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| With the introduction of the General Data Protection Regulation GDPR introduced in May 2018, Llanelly Community Council would ask if you could complete the following information. Your privacy is important to us and we would like to communicate with you about the council and its activities. To do so under the GDPR we need your consent. Please fill in your name and address and other contact information below and confirm your consent by ticking the boxes below. | |
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|  | |  |  |  | | --- | --- | --- | |  |  | If you are aged 13 or under your parent or guardian should fill in their details below to confirm their consent | | Name | ....................................................... | ....................................................... | | Address | .................................................................................................................. | ...................................................................................................................... | | Signature | ....................................................... | ......................................................... | | Date | ....................................................... | ......................................................... | |
|  |  |
| Please confirm your consent below. You can grant consent to any or all of the purposes listed. You can find out more about how we use your data from our “Privacy Notice” which is available from our website or from the council Office or at [insert URL]. | |
|  | |
| You can withdraw or change your consent at any time by contacting the council office. | |
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|  | |  |  | | --- | --- | | 🞎 | We may contact you to keep you informed about what is going on in the council‘s area or other local authority areas including news, events, meetings, clubs, groups and activities. These communications may also sometimes appear on our website, or in printed or electronic form (including social media). | | 🞎 | We may contact you about groups and activities you may be interested in participating in. | | 🞎 | We may use your name and photo in our newsletters, bulletins or on our website, or our social media accounts (for example our Facebook page or Twitter account). | | 🞎 | Optional Additional Activities for councils to add if not included above. | |
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|  | |  |  | | --- | --- | | 🞎 | Yes, I would like to receive communications by email | | 🞎 | Yes, I would like to receive communications by telephone | | 🞎 | Yes, I would like to receive communications by mobile phone including text message | | 🞎 | Yes, I would like to receive communications by social media (for example Facebook, Twitter) | | 🞎 | Yes, I would like to receive communications by post | |
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