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theKenilworthCentre

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| For Office use only | **H/Mster**  | **Bible** | **Access** | **Lock up** | **Reg User** | **GPDR** | **Promo** | **PLI** | **INV** | **Hire £** |

Telephone: 01926 855205 | Email: enquiries@thekenilworthcentre.com | www: thekenilworthcentre.com

Youth activities∙ Community Groups∙ Meeting rooms ∙ Conferencing ∙ Wi-fi ∙ Dance studio ∙ Recording studio ∙ Outdoor court ∙ Cinema

**tKC Room Hire Booking Request Form**

This form must be completed and returned to tKC to confirm your booking.

**Part I - HIRER**

Full Name: Click or tap here to enter text.

Group name: Click or tap here to enter text.

Event name: Click or tap here to enter text.

Activity name if different: Click or tap here to enter text.

Address for Invoice: Click or tap here to enter text.

Telephone Home: Click or tap here to enter text. Mobile: Click or tap here to enter text.

Email address: Click or tap here to enter text.

Is your event Public? [ ]  Is your event Private? [ ]

**Part 2 – PURPOSE OF HIRE**

Is a charge made to participants? [ ]

Is the charge for: Choose an item.

Approximate Numbers: Adults: Click or tap here to enter text.

Children: Click or tap here to enter text. Age range of children? Click or tap here to enter text.

What best describes your event? Choose an item.

**Part 3– DATE & TIMES OF HIRE / FREQUENCY -** *There needs to be 15 minutes in between bookings, which is a shared time for the exiting and incoming group.*

**REGULARITY:** Choose an item.

**DATES:**

**Date of first hiring:** Click or tap to enter a date. **Date of last hiring:** Click or tap to enter a date.

Additional dates: Click or tap to enter a date. Additional dates: Click or tap to enter a date.

Additional dates: Click or tap to enter a date. Additional dates: Click or tap to enter a date.

Additional dates: Click or tap to enter a date. Additional dates: Click or tap to enter a date.

Total No. of Sessions: Click or tap here to enter text.

Repeat until Further Notice: [ ]

Term Time only [ ]  All year except Bank holidays [ ]

**TIME:** Start Time: Click or tap here to enter text. End Time: Click or tap here to enter text.

**ROOM:** Choose an item.

**USER TYPE/TARIFF:** Commercial/Public Sector User [ ]  Community/Charity User [ ]

**Part 4 – ROOM REQUIREMENTS** - *For information purposes only. You are responsible for setting up the room. We will share details of where to find equipment.*

No. of chairs be required: Click or tap here to enter text. No. of tables required: Click or tap here to enter text.

Room Layout: Theatre, Boardroom, Café, chair in a semi circle

TV monitor required (SCR): [ ]  Flip chart required: [ ]

Projector required: [ ]  Projector screen required: [ ]

Any other requirements? Click or tap here to enter text.

**Part 5 - REFRESHMENTS***- Kitchens are available for your own use if you bring in your own tea, coffee etc. Additionally, drinks can be provided for meetings and arrangements made for buffet lunches for a charge depending on staff availability. Please discuss your requirements when booking.*

Tea/Coffee + Milk - No.s required. Click or tap here to enter text.

Buffet Lunch – No.s required: Click or tap here to enter text.

**Part 6 - GROUNDS AND EXTERNAL AREAS** *- Any damage will be charged to hirer including clearing and disposing of litter left behind.*

Outside Court required [ ]

If used, the outside court lights are extinguished at 9.30pm. Nature of use: sports/sale/fete

Will access be required the next day for clearing up purposes? [ ]  (Time to be agreed)

**Part 7 – DATA PROTECTION**

[ ]  I/We have completed and signed the Data protection Privacy Statement (at the end of this document).

[ ]  I/We consider myself/ourselves to have a disability that would affect my/our exit in the event of a fire.

**Part 8 – DISCLOSURE & BARRING SERVICE CHECK -** *This applies if your use involves children and/or vulnerable adults and is not a family occasion/event, e.g. birthday party.*

Name of Organiser: Click or tap here to enter text. DBS certificate no. Click or tap here to enter text.

Name of staff/helpers: Click or tap here to enter text. DBS certificate no. Click or tap here to enter text.

*If more people are involved, please provide a separate list attached to this application.*

**Part 9 - INSURANCE COVER**

I hereby indemnify theKenilworthCentre for any claims made against the Centre and also for any claims of the Centre in respect of damage to its property arising from its use during my hire.

Is Public Liability Insurance held? [ ]

I/We maintain a Public Liability Insurance Policy the details of which are as follows:

Policy Number : Click or tap here to enter text. Expiry Date: Click or tap to enter a date. Indemnity Limit £ Click or tap here to enter text.

Name and Address of Insurance Company: Click or tap here to enter text.

Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

**Part 10 - DECLARATION (Please read before signing)**

I have received a copy of the Conditions of Hiring and agree to be bound by them. I also agree to comply with all obligations imposed by statute, regulation, byelaw, order or licensing relevant to the use by me of the premises and grounds. In particular, and without prejudice to the generality of the foregoing, I agree to observe the requirements of any entertainment, performance and music and alcohol Licences, Copyrights, Designs and Patents and to obtain, and produce on demand when requested to do so, all licences necessary and with particular regard to the requirements of the Licensing Act 2003.

I certify that all adults working with any children or vulnerable adults have had the necessary DBS checks as per certificate numbers provided and I agree to pay the charges due as required, and hereby certify that the premises and grounds will be used only for the purpose stated. I confirm that there will be an adult responsible at all times for the hire and activities taking place during it.

I have read and understood Part VI - Insurance Cover and I attach official evidence of my Public Liability Insurance Policy. I am an adult aged 18 or over.

Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

|  |  |  |  |
| --- | --- | --- | --- |
| ***ROOM CAPACITIES*** | ***Size*** | ***Max Capacity*** | ***Seated*** |
| Hall – 1st Floor | 7.78 m x 11.8 m | 100 | 75 |
| Large Community room – 1st Floor 2nd room on left | 5.5 m x 7.8 m | 45 | 36 |
| Small Community room – 1st Floor 1st room on left | 5.5 m x 5.7 m | 35 | 20 |
| Youth room – Ground floor | 16 m x 7.2 m | 100 | 70 |

theKenilworthCentre is a charity 1144518 and a company limited by guarantee 7798716 - England.

Registered office: theKenilworthCentre, Abbey End Car Park, Abbey End, Kenilworth, Warwickshire. CV8 1QJ

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**General Data Protection Regulation (GDPR)**

**Privacy Statement**

**Data Protection**

**In line with the GDPR (General Data Protection Regulation) law which came** into force on May 25, 2018, we want to make you aware of how your details are stored at tKC. Your details are kept securely and never used for any purpose other than to contact you regarding bookings or tKC facilities. We will not disclose your personal data to any organisation, company or person, unless required to do so by law.

As a customer your contact information is currently stored in the following ways:

* Hard copy – A booking Form kept in a locked office.
* Electronically/Online – in our emails & contacts, Hallmaster room booking programme, Mailchimp, and accounting system.

**Your contact details are securely kept when you:**

* Fill in a paper booking form/make an online booking, make a enquiry, become a volunteer, trustee or staff member.
* Provide us with your contact details because you wish to know about activities at the Centre, attend AGMs or because you provide a service to us.

**We use your contact details:**

* To contact you about your tKC activities, to promote your tKC activities unless asked not to, when invoicing, and informing you of tKC activities.

**Marketing**

* If you make a booking, we will use the contact details you have provided to advertise your tKC based

events in our online calendar, unless you ask us not to. Your even can be listed as private or your contact details hidden.

* We will only advertise your event and contact details on social media sites and posters if asked to.
* We will give the contact details you have provided to people in the community who wish to

contact you about your business and services, unless you have asked us not to.

**CCTV**

* We have CCTV monitoring in and around the building. Notices tell you where CCTV operates.

This is only viewed by staff for the purpose of safety and security.

**Access to your information and keeping it safe**

* You have the right to request a copy of the information that we hold about you. We will provide you

with this within 28 days.

* You may ask us to correct or remove information you think is inaccurate.
* We keep your information secure, digitally and in paper form.

**Retention of data**

* If you are no longer involved with the Kenilworth Centre, we will securely retain your data for 3 years.

We will then permanently delete the information from our system and shred any paper documentation.

* You can ask us to delete and destroy information we hold about you at any time.

**Data Protection Consent**

I have read and understood and agree to the above Privacy Statement

|  |  |
| --- | --- |
| **Name:** |  |
| **Name of Group/Activity**: |  |
| **Signed**: |  |
| **Date**:  |  |