**Longridge Station Booking Form**

Name of Hirer

Company

Address

Address

Town/ City

Post Code

Email

Landline

Mobile

Contact by Email Landline Mobile Post

**Event Information**

Type of event

Date/s of event

Timings of event (please include time for setting up and packing away charges will apply if you overrun your allocated time.)uantity

Quantity

Quanty

Access to setup from Start Finish

**Estimated attendance?** Adults Children

Conservatory TV Internet Exhibition Boards Electrical sockets

**In making this booking I acknowledge that I have read and agree to the “Longridge Station Terms and conditions of hire”, and to the use of my data for the processing of this booking.**

**Signed:**

**General Data Protection Regulations**

**Longridge Town Council will comply with the requirements of the new EU GDPR in the holding and processing of personal data. Your agreement to the use of your data for the purpose of processing your booking is required, and your signature on the form is necessary to give this permission.**

**Your data will only be held on our booking calendar and accounting systems for that purpose, and will not be shared with any**

**other organisation.**

**Should you wish to view your personal data held by us, we will make it available to you, but may need to make a charge for the administration involved.**

**Charges for Hire of Meeting Room**

|  |  |  |
| --- | --- | --- |
| Type of Hirer | Up to four bookings£ per hour | Five or more bookings£ per hour |
|  | ***am*** | ***pm*** | ***evening*** | ***am*** | ***pm*** | ***evening*** |
| Private | *15* | *15* | *20* | *10* | *10* | *20* |
| Businesses | *20* | *20* | *25* | *15* | *15* | *20* |
| Community Group / Charity | *10* | *10* | *15* | *5* | *5* | *10* |

1. ***All payments should be made to LTC.***
2. ***Longridge Heritage Centre Trust (LHCT) volunteers will be available to show facilities to potential hirers between 10am and 2pm, Monday to Friday.***
3. ***Arrangements can be made with LHCT volunteers for hot water / crockery / glasses etc and the cafe can be approached to provide further catering.***
4. ***A ‘feed-back’ form will be issued to all hirers.***