

Booking Officer:- Sarah Nguyen, 10 The Ridgeway, Flitwick, Beds, MK45 1DH

Telephone Number:- 01525 713273

Email:- [flitwickvillagehallbookings@gmail.com](mailto:flitwickvillagehallbookings@gmail.com)

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone number \_\_\_\_\_

Email address \_\_\_\_\_

Organisation \_\_\_\_\_

If you would like to advertise your event or group on our website please contact

[flitwickvillagehallbookings@gmail.com](mailto:flitwickvillagehallbookings@gmail.com)

If you would like to share your event with the community upload the details for free at:

<https://www.flitwick.gov.uk/whats-on/calendar-of-events/upload-an-event/>

**PLEASE ENTER YOUR REQUIREMENTS – Please add dates to the form on p.2**

Day required	Hire Start—Finish Time	Main Hall	Front Cttee Room	Rear Room	Purpose of hiring	Hire charge

Do you require use of the kitchen? YES/NO  
 Do you require the Dining room? YES /NO  
 Do you require the stage? YES/NO  
 Please indicate if you require the bar to sell alcohol:- Yes/No  
 If 'yes' then the organiser needs to apply for a 'Temporary events notice' (TEN)  
 See 'Terms and conditions' section 7, for further information.  
**Please note: the Hall does not have a licence to sell alcohol.**

Chairs & Tables	No of CHAIRS	No of TABLES  Own layout Yes /No
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I acknowledge the conditions of hiring have been produced to and read by me and I understand that the hirer is bound by the conditions and, in particular, is responsible for any loss or damage which may occur during hiring. The hire 'Terms & Conditions' are available on our web site.

**Block bookings will be invoiced monthly as detailed in the terms and conditions.**

Signed \_\_\_\_\_ Date \_\_\_\_\_





Dunstable Road,  
Flitwick,  
Beds  
Mk451HP

DATA PROTECTION SIGN OFF

**FLITWICK VILLAGE HALL**

**Data Protection Act: Hirers Consent form**

**Permission to store and process your data**

To comply with the recent changes to the Data Protection Act (1998) we must ask your permission to store and process your personal and sensitive data.

**What is personal and sensitive data?**

Personal data is data which can be used to identify you. This may include your name, date of birth, address, telephone number, email address, photo's, social media etc.

**How will we use this data?**

Your data will only be used for the purpose of providing information for Flitwick Village Hall Management Committee. We will not share your personal data with any third party.

We will only ever share your information with your permission, for the purposes we have stated (unless required to do so by law)

Name \_\_\_\_\_ -

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Date \_\_\_\_\_

**Data Protection sign off**

Signature \_\_\_\_\_

If you are happy for us to display your name and contact telephone number on the display sheets in the foyer please sign below:

Signature \_\_\_\_\_