

All Saints' & St John's Unity Centre

SAINT GILBERT OF SEMPRINGHAM CHURCH SCHOOL CHARITY Reg no: 527704



West Street

Stamford, Lincs

Email: space@unitycentrestamford.org.uk

Date: _____

HIRE APPLICATION

Name of Group:

Name of Contact:

Address:

.....

Tel No:

Email:

Purpose of Hire:

Dates/Times of Hire

Rooms Required: Room A (St Clement's)

(Please delete as required) Room B (St Peter's)

Room C (Edward Wells)

Whole Centre

Total Cost per session (*to be completed once booking accepted and rate agreed*) per hour

£10.00 Key Deposit Paid Yes/No

Invoicing arrangements Termly inc holidays/Termly no holidays/Monthly (please circle preferred option)

I confirm that I have read and understood the details on charges and the terms and conditions in relation to the hire of facilities at All Saints and John's Unity Centre and that any breach of these conditions may result in a review/termination of this hire agreement. I agree to return any keys for the centre on termination of this agreement.

Data Protection: the information you provide us in relation to your hire agreement is saved on our bookings database hosted by Unity Centre Stamford and your email address is held in our mailing account with [Mail Chimp](#). This enables us to process your booking and send you any relevant details relating to your booking and our services. Information will be kept for the duration of your hire and six months after cessation of hire as appropriate. I attach our Privacy Policy for information. Your details will be held securely. Other than being accessible to our database hosts for backup your personal details and will not be shared with any agencies outside of the Trust.

I confirm I am happy for you to retain my details for the purposes of processing my booking and keeping in touch with me in with regards to future events and services at the Centre.

Signed on behalf of the Trustees:.....Date:

Signed on behalf of the Hirer:Date:

Please complete any blank sections, sign and date and return a scanned copy of the form where possible to space@unitycentrestamford.org.uk or leave in the Centre postbox marked 'Centre Management Post'. If you have any queries, please contact Rebecca Goff, Church Centre Business Manager at the centre email address or on 07985424308.

Please note that all keys should be returned after the hire period to: Kate Riley, 13 Rock Road, Stamford PE9 2PT
T: 01780 751564/07944 451638