



DAWLEY BAPTIST CHURCH

Hiring Application Form

1. Name of Organisation

2. Name, address, telephone number & email of person responsible for booking

3. Name, address & telephone number of person supervising activity (if different from person making booking)

4. Description of proposed activity

5. Rooms required:
(Delete those not required)

Wye Room / Westbrook Room / Kitchen / Sanctuary

6. Date(s) & Times required:
(Remember to include setting up and clearing away times in this)

7. Kitchen facilities required:
(Delete those not required)

Tea & Coffee making / Oven / Dishwasher / Bain Marie / Heated Cabinet

8. Has your organisation used Dawley Baptist Church premises before?

Yes / No (Delete as applicable)

9. Is your organisation a charity?

Yes / No (Delete as applicable)

The hire fee is payable by cheque (made payable to **Dawley Baptist Church**) or BACS transfer. Our account details are: Barclays Bank PLC, sort code 20-85-46, account number 40322067.

I confirm that the hiring conditions are accepted and I enclose a cheque for £30 being a deposit* (if requested) and I have read and accept the stipulations in the privacy notice overleaf.

Signed:.....

Date:

*This deposit is non-refundable within 7 days of the event.

Data Protection – Privacy Notice

We are collecting this information to enable the church to manage the bookings process and ensure we can liaise with you over the booking. Under Data Protection legislation we are required to ask for your consent to collect, handle and store the data.

If you complete this Hiring application form we will only retain your name and details until your booking has been completed i.e. the event you are booking for has taken place and all payments have been received.

We will not pass on your details to anyone other than the staff team who will administratively manage your booking and provide event support if required.

The Trustees of Dawley Baptist Church are the Data Controller and can be contacted by ringing 07570 808306. If you are concerned about the way your information is being stored or handled please speak to our Data Protection Officer on admin@dawleybaptist.org.uk. If you are still unhappy you have the right to complain to the Information Commissioners Office.

OFFICE USE ONLY

Booking accepted: Date:..... Initials:.....

Deposit received: Date..... Initials:.....

Payment received: Date:..... Initials:.....

Deposit returned: Date:..... Initials:.....

Notes: