

## ROYSTON TOWN COUNCIL

The Town Clerk, Royston Town Council, Town Hall, Melbourn Street, Royston, Herts. SG8 7DA

Tel/Answerphone: 01763 245484 Fax: 01763 248016

Email form to: admin@roystontowncouncil.gov.uk

### APPLICATION FOR THE HIRE OF THE COMMITTEE ROOM AND ROOM 11

(Please complete all the questions – where not applicable write N/A)

**I hereby make application for the hire of the Committee Room and/or Room 11 as follows:-**

<b>Name and address of applicant:</b>	
<b>Tel:</b>	<b>Mobile:</b>
<b>Fax:</b>	<b>E-mail:</b>
<b>Name of organization:</b> (if applicable)	
<b>Name and address of person to whom invoice should be sent:</b> (if different from above)	
<b>E-Mail:</b>	<b>Tel:</b>
<b>Room(s) required:</b> Committee Room* (*Delete as applicable) Room 11* <u>Both</u> the Committee Room and Room 11*	
<b><u>Day and date(s) required:</u></b>	<b><u>Time(s) required:</u></b>
1.	<b>from:</b> <b>to:</b>
2.	<b>from:</b> <b>to:</b>
3.	<b>from:</b> <b>to:</b>
4.	<b>from:</b> <b>to:</b>
5.	<b>from:</b> <b>to:</b>
6.	<b>from:</b> <b>to:</b>
7.	<b>from:</b> <b>to:</b>
8.	<b>from:</b> <b>to:</b>
<i>(If there is not enough space for further dates/times please list them on a separate sheet)</i>	
<b>Purpose of hire:</b>	
<b>Is this a Commercial, Profit Making Event?</b>	
<b>Is your organization voluntary?</b> YES/NO <i>(Please provide a copy of your latest accounts)</i>	<b>Is your organization a registered charity?</b> YES/NO <b>Registration no.</b> ..... <i>(Please provide written evidence of registration)</i>
<b>Does your organization have membership of Royston Community Association?</b> YES/NO <i>(Please supply proof of current membership)</i>	
<b>Does your organization have Public Liability Insurance?</b> YES/NO <i>(Please supply a copy of your current insurance for our records)</i>	
<b>Will any users of the room require disabled access to:</b> <b><u>Toilets:</u></b> YES/NO <b><u>Kitchen:</u></b> YES/NO	

**Emergency out-of-hours contact:**

*(Please give the name and tel. no. of a contact person for emergencies.*

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**Compliance with the Children Act 1989**

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons who have passed the appropriate Criminal Records Bureau checks have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities.

**Where applicable the hirer is required to provide the Booking Secretary with a copy of their CRB Check and Child Protection Policy and Public Liability Insurance when returning this form.**

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**DECLARATION**

I have read the Conditions of Letting laid down by the Council annexed and understand their meaning and I agree to observe and abide by them. In particular I appreciate:-

1. that I am not to sub-let the room(s); and
2. that I am responsible for all damage; and
3. that the Council will not be responsible in any way for claims arising out of the hiring.

I enclose a remittance for £ ..... being the deposit payable in respect of the above hiring, and undertake to pay the balance of the charge and bond against damage in accordance with the scale of charges. (Cheques should be made payable to Royston Town Council and crossed).

Date ..... Signed:.....  
(Hirer)

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**NOTES**

*Information provided by hirers will only be available to office staff and caretakers unless otherwise authorized by the hirer. Emergency contact persons will only be contacted in the event of a serious problem with the room(s).*

*Free wi-fi is available to hirers of the Town Hall and its rooms, subject to fair usage. The hirer will be liable for any additional charges incurred due to excessive use of the system. The username and password for the wi-fi can be obtained from the Town Hall office on request.*

***Please complete the form and return with the attached privacy notice to the address overleaf***

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## **Royston Town Council**

**Town Council Offices  
Melbourn Street  
Royston  
Herts  
SG8 7XX**

Tel: 01763 245484

Email: [town.clerk@roystontowncouncil.gov.uk](mailto:town.clerk@roystontowncouncil.gov.uk)

### **Hirers Privacy Notice**

When you hire the Town Hall, Room 11 or the Committee Room or Market Hill Rooms:

The information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information, send invoices and receipts relating to your hire agreement.

Your personal information will not be shared with any third party without your prior consent.

### **The Councils Right to Process Information**

GDPR Article 6 (1) (a) (b) and (c) (Data Protection Act)

Processing is with consent of the data subject

or

Processing is necessary for compliance with a legal obligation

or

Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract

### **Information Security**

Royston Town Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and relevant policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted.

### **Your Rights**

#### **Access to Information**

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: [town.clerk@roystontowncouncil.gov.uk](mailto:town.clerk@roystontowncouncil.gov.uk)

#### **Information Correction**

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate.

#### **Information Deletion**

If you wish Royston Town Council to delete the information about you, please contact: [town.clerk@roystontowncouncil.gov.uk](mailto:town.clerk@roystontowncouncil.gov.uk)

#### **Right to Object**

If you believe that your data is not being processed for the purpose it has been collected for, you may object, please contact us.

## **Rights Related to Automated Decision Making and Profiling**

Royston Town Council does not use automated decision making or profiling of personal data.

## **To Sum Up**

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data.

## **Data Protection Officer**

Royston Town Council's Data Protection Officer is Jayne Cole, Chief Executive Officer, Local Council Public Advisory Service, The Vision Centre, 5 Eastern Way, Bury St Edmunds, Suffolk, IP32 7AB.  
Tel: 01284 766885 Mob: 07443009607

## **Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113

Consent: Hirer of the Town Hall, Room 11 or the Committee Room or Market Hill Rooms

## **Consent**

I agree that I have read and understand Royston Town Council's Privacy Notice. I agree by signing the consent box below that the Council may process my personal information for providing information and corresponding with me.

I have the right to request modification on the information that you keep on record.

Signed:

Please Print Name:

Date: