

ROYSTON TOWN COUNCIL

Royston Town Council, Town Hall, Melbourn Street, Royston, Herts. SG8 7DA
Tel: 01763 245484 Fax: 01763 248016 Email form to: admin@roystontowncouncil.gov.uk

APPLICATION FOR THE HIRE OF THE COMMITTEE ROOM AND HARRISON ROOM

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

No access will be permitted to the rooms unless a booking form has been completed and booking confirmation has been sent to the hirer. The booking form must also include sufficient time for setting up, clearing away and any additional access to the rooms. All time in the rooms will be charged at the hirers standard rate of hire.

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

Emergency out-of-hours contact:

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

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.

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)

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).

INFORMATION FOR HIRERS OF THE COMMITTEE ROOM AND HARRISON ROOM

Furniture:	<u>Committee Room:</u>	7 tables 29 chairs	<u>Harrison Room:</u>	10 tables 40 chairs
-------------------	------------------------	-----------------------	-----------------------	------------------------

Kitchen

The kitchen is located opposite the entrance to Harrison Room and is available for use by hirers of the above rooms. However, it does not have a refrigerator or dishwasher. Hirers are kindly asked to keep the kitchen clean and tidy. ***Daytime hirers should be aware that Town Hall staff also use this kitchen.***

The following are available for use by hirers:

- ◆ Cups - 27
- ◆ Saucers - 37
- ◆ Teapot
- ◆ Urn
- ◆ Kettle
- ◆ Plates – 10 tea plates & 13 dinner plates

The Town Council is unable to provide:

- ◆ Washing up liquid
- ◆ Dish cloths
- ◆ Tea towels
- ◆ Tea, coffee, sugar, milk, etc.
- ◆ Cutlery

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.



Royston Town Council Privacy Notice

Our contact details

Name: Royston Town Council

Address: Town Council Offices, Melbourn Street, Royston, Herts, SG8 7DA.

Phone Number: 01763 245484

E-mail: admin@roystontowncouncil.gov.uk Website: www.roystontowncouncil.gov.uk

This privacy notice is to aid transparency between Royston Town Council and those that interact with us with regard to how we use your data and what your rights are regarding that data.

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name, address and contact details)
- IP addresses of visitors to our website
- Email addresses of those individuals that interact with us
- Financial information of users of council services
- Employee details
- We collect special category data as part of the process of booking council services
- We collect special category data as part of our employment records

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Because you are a user of the council's services
- To allow us to deliver a contractual service to you or because you have asked us to do something before entering into a contract, for example because you wish to hire a room, hall or allotment
- Because you wish us to make representations on your behalf
- Recruitment/Employment

We use the information that you have given us in order to provide the service that you have requested of us, so that it is possible to contact you and respond to your correspondence or provide information and/or access our facilities and services.

We may share this information with our employees, professional advisors, third party service providers that provide services to us and Royston Allotments and Gardens Association (for allotment hire).

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting the Town Clerk at admin@roystontowncouncil.gov.uk or calling 01763 245484 or writing to Royston Town Council, Town Council Offices, Melbourn Street, Royston, Herts, SG8 7DA.

(b) We have a contractual obligation.

(c) We have a legal obligation.

How we store your personal information

Your information is securely stored in the Town Council offices (paper records) or on the Vision ICT secure cloud storage servers.

We keep employee records for 6 years from the date of leaving employment.

We keep payroll records for 12 years.

We keep recruitment applications for 6 months from the date of appointment.

We keep room hire information for 6 years from the date of hiring.

We keep allotment hiring information indefinitely.

We keep financial information for 6 years.

We keep emails and correspondence that you send us and we send you for a maximum of 3 years unless a longer period is necessary to fulfil the purposes outlined in this privacy notice.

When personal data is no longer needed or you request us to delete it, we will then dispose of your information by deleting electronic data and shredding and secure disposal of paper records.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at admin@roystontowncouncil.gov.uk or call 01763 245484 or write to Royston Town Council, Town Council Offices, Melbourn Street, Royston, Herts, SG8 7DA if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at admin@roystontowncouncil.gov.uk or call 01763 245484 or write to Royston Town Council, Town Council Offices, Melbourn Street, Royston, Herts, SG8 7DA.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Helpline number: 0303 123 1113 ICO website: <https://www.ico.org.uk>