**This booking form has to be received by the centre. No usage of the centre premises can be made without the prior consent of the centre:**

**Date: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Mobile:** |  |
| **Email:** |  |
| **Name of organisation representing?** |  |
| **Reason for room booking?**  |  |
| **What day(s) & weeks do you require the room?** |  |
| **Times you require the room?**  |  |
| **How many rooms do you require?** |  |
| **Do you intend to use the kitchen?** |  |
| **Do you require disabled access?** |  |
| **Please can you supply Public Liability Certificate and a DBS certificate if appropriate?** |  |

**You MUST inform the centre if you intend to cancel a class/meeting. If you do not give the centre at least 7 days’ notice then the Centre will invoice you for the hire of the room regardless if it was unused.**

**I give consent for my personal information to be held by GCG Community Council for the duration of my interest or until such time when I ask for it to be removed. The community centre adheres to GCG Community Council GDPR policy. If you wish to amend or delete any personal information please contact us.**

**I confirm that I am over the age of 16.**

**All users of the centre agree to follow the relevant Health and Safety guidance of the GCG Community Council.**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**